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PRELIMINARY



INVENTORIES

Number 116

RECORDS OF THE UNITED STATES DISTRICT COURT
FOR THE SOUTHERN DISTRICT OF NEW YORK

Compiled by Henry T. Ulasek

and

Marion Johnson

The National Archives
National Archives and Records Service
General Services Administration

Washington: 1959

PRELIMINARY INVENTORY OF THE RECORDS OF THE
UNITED STATES DISTRICT COURT FOR THE
SOUTHERN DISTRICT OF NEW YORK

(Record Group 21)

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FOREWORD

To analyze and describe the permanently valuable records of the Federal Government preserved in the National Archives Building is one of the main tasks of the National Archives. Various kinds of finding aids are needed to facilitate the use of these records, and the first step in the records-description program is the compilation of preliminary inventories of the material in some 300 record groups to which the holdings of the National Archives are allocated.

These inventories are called "preliminary" because they are provisional in character. They are prepared as soon as possible after the records are received without waiting to screen out all disposable material or to perfect the arrangement of the records. They are compiled primarily for internal use, both as finding aids to help the staff render efficient reference service and as a means of establishing administrative control over the records.

Each preliminary inventory contains an introduction that briefly states the history and functions of the agency that accumulated the records. The records themselves are described series by series, that is, by units of records of the same form or that deal with the same subject or activity or that are arranged serially. Other significant information about the records may sometimes be given in appendixes.

When the record group has been studied sufficiently and the records have been placed in final order, the preliminary inventories will be revised and the word "preliminary" dropped from the title of the revision. Meanwhile, as occasion demands and time permits, special reports, indexes, calendars, and other finding aids to the record group will be prepared.

Several finding aids that give an overall picture of materials in the National Archives have been published. A comprehensive Guide to the Records in the National Archives (1948) and a brief guide, Your Government's Records in the National Archives (revised 1950), have been issued. Forty-four Reference Information Papers, which analyze records in the National Archives on such subjects as transportation, small business, and the Middle East, have so far been issued. Records of World War I have been described in the Handbook of Federal World War Agencies and Their Records, 1917-1921, and those of World War II in the two-volume guide, Federal Records of World War II (1950-51). Many bodies of records of high research value have been edited by the National Archives and reproduced on microfilm as a form of publication. Positive prints of some 9,000 rolls of this microfilm, most of which are described in the List of National Archives Microfilm Publications (1953), are now available for purchase.

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U.S. Historical Survey

INTRODUCTION

The judicial power of the United States was originally defined in section 2 of article III of the Constitution as extending to "all Cases, in Law and Equity, arising under the Constitution, the Laws of the United States, and Treaties made, or which shall be made, under their Authority; to all Cases affecting Ambassadors, other public Ministers and Consuls; to all Cases of admiralty and maritime Jurisdiction; to Controversies to which the United States shall be a Party; to Controversies between two or more States; between a State and Citizens of another State; between Citizens of different States; between Citizens of the same State claiming Lands under Grants of different States, and between a State, or the Citizens thereof, and foreign States, Citizens or Subjects." This grant of judicial authority has been modified by constitutional amendment. Soon after the Constitution was adopted, a citizen of Massachusetts sued the State of Georgia in a Federal court. The Supreme Court held, in Chisholm v. State of Georgia (2 Dall. 419), that the right to sue a State in the Federal courts was given by the Constitution. This interpretation became a subject of complaint among the States and resulted in the 11th amendment to the Constitution, which provides that the "Judicial power of the United States shall not be construed to extend to any suit in law or equity, commenced or prosecuted against one of the United States by Citizens of another State, or by Citizens or Subjects of any Foreign State."

The judicial power of the United States is vested by the Constitution in "one supreme Court, and in such inferior Courts as the Congress may from time to time ordain and establish" (art. III, sec. 1). Pursuant to this authority Congress enacted the Judiciary Act of September 24, 1789 (1 Stat. 73), which provided that the Supreme Court of the United States should consist of a Chief Justice and 5 Associate Justices, and divided the country into 13 judicial districts, establishing in each a district court consisting of 1 judge called a district judge. The Judiciary Act also provided that the judicial districts, except those of Maine and Kentucky, be grouped into 3 circuits (the eastern, middle, and southern) and that there be held twice a year in each district a circuit court made up of the district judge and 2 Justices of the Supreme Court, any 2 of whom were to constitute a quorum.

On February 13, 1801, the Federal court system was radically altered. Less than 3 weeks before they went out of power the Federalists, seeking to entrench themselves in the judiciary, as their political opponents alleged, passed an act "for the more convenient organization" of the courts of the United States (2 Stat. 89). This act increased the number of judicial districts to 22 and directed the establishment of a district court in each. It doubled the number of circuits. In each of the circuits, except the sixth, there were to be appointed 3 circuit judges and the Justices of the Supreme Court were no longer to sit in the circuit courts.

To the newly created positions President Adams appointed a large number of Federalists whom the Jeffersonians derisively dubbed "the midnight judges." A year later the victorious Jeffersonians repealed the 1801 acts relating to the judiciary and reenacted the former laws (2 Stat. 132).

But some changes in the organization prescribed by the Judiciary Act of 1789 had become necessary, and they were made by an act of April 29, 1802 (2 Stat. 156). By it 6 circuits were again established, although with different boundaries. Only 1 Supreme Court Justice was assigned to each circuit. He and the district judge might hold the court together, or either could act alone, except that the appellate jurisdiction of the circuit court could be exercised only by the circuit justice, as a Justice of the Supreme Court sitting on circuit has always been styled.

This system remained unchanged until April 10, 1869, when an act of Congress (16 Stat. 44) authorized the President to appoint a circuit judge in each of the circuits. Each circuit judge was to have within his circuit all the powers which had been exercised by the circuit justice assigned to it. Although the act provided for Supreme Court Justices to attend a term of the circuit court at least once every 2 years, this requirement was little regarded.

The organization of the district courts, on the other hand, has remained substantially unchanged since 1789. Each judicial district, as a rule, had a single district judge until the increase in population and the resulting increase in work made it necessary to appoint two or more district judges for the same district. From time to time the number of judicial districts, and of district courts, increased. The Judicial Code of 1911 (36 Stat. 1105) grouped 78 districts into 9 judicial circuits.

In defining the jurisdiction of the district and the circuit courts, the Judiciary Act of 1789 provided that both courts were to share original jurisdiction over all crimes and offenses cognizable under the authority of the United States, all cases where an alien sued for a tort in violation of the law of nations or a treaty of the United States, and all suits at common law where the United States was the plaintiff. The district courts were to have exclusive original jurisdiction over all civil cases of admiralty and maritime jurisdiction, all seizures on land, all suits for penalties and forfeitures incurred under laws of the United States, and all suits against consuls and vice consuls. The circuit courts were vested with original jurisdiction over suits where an alien was a party, suits between citizens of 2 States, and suits at common law or in equity where the amount in dispute exceeded \$500. The circuit courts were also to have appellate jurisdiction from the district courts. Although the jurisdiction of the district and circuit courts was changed by subsequent legislation and other factors, the district courts were principally criminal, admiralty, and bankruptcy courts, possessing also authority to hear various actions brought by the United States. The mass of civil litigation between private individuals and corporations tried in the Federal courts, either because of subject matter or diversity of citizenship, was heard in the circuit courts.

An act of March 3, 1891 (26 Stat. 826), established circuit courts of appeals, one in each circuit, and transferred to them the appellate jurisdiction of the circuit courts. The Judicial Code of 1911 (36 Stat. 1167)

abolished the circuit courts on January 1, 1912, and transferred their remaining jurisdiction and records to the district courts, thus making the latter the principal Federal courts of original jurisdiction.

The records described in this inventory consist of case files, dockets, minutes, and related records of the United States District Court and the United States Circuit Court for the Southern District of New York, and their predecessors; case files of the Court of Admiralty of the State of New York; and case files, minutes, and other records of the Vice Admiralty Court for the Province of New York. They are a part of Record Group 21, Records of District Courts of the United States, and amount to about 3,600 cubic feet. Most of the records relate to the period before 1912, with a few discrete items dated as late as 1931. Subsequent records of the District Court for the Southern District of New York have been retained by the court or transferred to the Federal Records Center in New York City.

Many of the records created before 1845 and some for a later period were received in considerable disorder, lumped into series identified merely as "intermixed" and "miscellaneous." In order to make them more readily available for purposes of research, these early records were examined and identified as to court, jurisdiction, and case, and arranged into definitive series or interfiled with pertinent papers in already established series of records. Finding aids for selected parts of these records, prepared in the past by other staff members, were used in the compilation of this inventory.

The following record groups in the National Archives contain records relating to those described in this inventory: Record Group 60, General Records of the Department of Justice; Record Group 118, Records of United States Attorneys and Marshals; Record Group 204, Records of the Office of the Pardon Attorney; Record Group 206, Records of the Solicitor of the Treasury; and Record Group 267, Records of the Supreme Court of the United States.

RECORDS OF THE UNITED STATES DISTRICT COURT FOR THE SOUTHERN DISTRICT OF NEW YORK

RECORDS OF THE VICE ADMIRALTY COURT OF THE PROVINCE OF NEW YORK

During the greater part of the 17th century the colonial governors exercised whatever admiralty authority existed in the American colonies. The governors held this authority either by virtue of their civil commissions from the Crown as governors, or under their special commissions from the High Court of Admiralty as vice admirals. The governors could name those who were to serve as judges, advocates, registers, and marshals in the vice admiralty courts.

In 1697 gubernatorial control was eliminated and the vice admiralty courts became in reality crown courts. Governors needed special warrants from the High Court of Admiralty, authorized directly by the Crown, to erect courts of vice admiralty, and all appointments were subject to the approval of the British Admiralty.¹ The vice admiralty courts exercised jurisdiction over three kinds of cases: (1) ordinary marine cases, among which suits for salvage and seamen's wages were the most common; (2) prize cases; and (3) cases arising out of breaches of the acts of trade and navigation and other parliamentary measures, such as the provisions of the Naval Stores Act that forbade the cutting of white pines suitable for ship masts. The latter jurisdiction gave the colonial vice admiralty courts more extensive powers than those of the High Court of Admiralty and the local vice admiralty courts in England, where violations of revenue and navigation laws were heard not in admiralty but in Exchequer. This practice was developed during the years when the British Government was endeavoring to enforce the Navigation Acts and to see that the King was not defrauded of his revenues. Since juries would not convict their fellow colonials in trade cases, the vice admiralty courts, which functioned without juries, were used to recover the penalties and forfeitures imposed by the acts.²

Governor Edmund Andros received the first admiralty commission for New York from the High Court of Admiralty in 1678. The first systematically organized court of vice admiralty for the Province was established in 1696 by Governor Fletcher; and in the following year, when the colonial vice admiralty courts were reorganized, a special warrant was issued to Governor Bellamont on April 29, 1697, authorizing the appointment of a vice admiralty judge, a registrar, and a marshal. In 1703, Roger Mompesson was commissioned from England to act as judge of the vice admiralty court of Massachusetts, New Hampshire, Connecticut, Rhode Island, Pennsylvania, New York, and New Jersey. The extensive geographic jurisdiction of this

¹Charles M. Andrews, "Vice Admiralty Courts in the Colonies," in Records of the Vice Admiralty Court of Rhode Island, 1716-1752, Dorothy S. Towle, ed., p. 8-17 (Washington, 1936. American Historical Association, American Legal Records, vol. III).

²Ibid., p. 2-4.

court was later reduced, and in 1721, when Francis Harison was commissioned judge, his jurisdiction covered only New York, Connecticut, and New Jersey.³

The records of the Vice Admiralty Court of the Province of New York described below were inherited by the State Court of Admiralty and, in turn, records of both courts passed into the custody of the United States District Court for the District of New York and, subsequently, of the United States District Court for the Southern District of New York. Until 1916, when Charles M. Hough, United States District Judge for the Southern District of New York, undertook the physical preservation of these records, they had received no special care for over 100 years. These materials became the basis for Hough's publication, Reports of Cases in the Vice Admiralty of the Province of New York and in the Court of Admiralty of the State of New York, 1715-1788 (New Haven, 1925). The records consist mainly of minutes and case papers, and even these are incomplete. According to Judge Hough, the hiatus of a year in the minutes beginning in July 1757, due to the loss of an original volume, is much to be regretted, since the court was then at the height of its prize business. After 1762 only the "rough" minutes remain. The terminal date of the records is 1775. Other papers of the Vice Admiralty Court of the Province of New York, covering the period 1775-83, are in the Public Record Office of Great Britain.⁴

The records of the Vice Admiralty Court include a small amount of materials created by commissions appointed for the trial of piracies and other maritime felonies in the Province of New York. The commissions, sometimes designated as special courts of admiralty, were entrusted with full power to hear and adjudge cases of piracies, felonies, and robberies committed on the high seas and to give sentence and judgment according to the rules of the British Admiralty. Authority to appoint such commissions was extended to the governors of the American colonies in 1700 under an act of William III for the more effective suppression of piracy.⁵

The collection of documents selected by Judge Hough to illustrate court practices, chiefly in admiralty, 1685-1838 (described in entry 4), includes some records of the Court of Admiralty of the State of New York and of the United States District and Circuit Courts for the Southern District of New York and their predecessors.

³Henry W. Scott, The Courts of the State of New York, p. 189-191 (New York, 1909).

⁴Charles M. Andrews, Guide to the Materials for American History, to 1783, in the Public Record Office of Great Britain, 2:329-331, 334-340 (Washington, 1914).

⁵John F. Jameson, Privateering and Piracy, p. xiii (New York, 1923).

CASE PAPERS. 1757-75. 2 ft.

1

Libels, monitions, claims and answers, interrogatories, depositions, court orders, and other papers filed in (1) prize cases, 1757-62; (2) suits relating to seamen's wages, 1761-72; (3) salvage cases, 1768-70; (4) actions arising out of evasions of customs regulations, 1760-75; (5) cases involving cruel and unusual treatment of seamen, insubordination and attempted mutiny, and assault upon passengers of an immigrant ship for publicly objecting to a short allowance of food, 1758-63; and (6) "miscellaneous cases," including proceedings initiated by the "Surveyor of His Majesty's Woods in America" against individuals for cutting down white pine trees reserved for masts of vessels of the Royal Navy, 1758-71. The prize cases are the most numerous and consist of libels, processes, pleadings, interrogatories, orders and decrees of the court, accounts of sales of condemned property, bills of costs, and other papers originating in the court during the course of the suit; and papers found on board prize vessels at the time of their capture and delivered to the court, such as charter parties, muster rolls, instructions from owners to the captains, invoices of goods laden on the ships, certificates of clearance, and logs. Some of the seized documents are in French and others in Dutch; and most of these are accompanied by English translations. Documents filed in the customs suits and the ordinary marine cases are generally those that reflect the progress of the case through the court. Arranged by type of case as enumerated above.

MINUTES. Nov. 13 and Dec. 9, 1701; Aug. 30, 1715-Feb. 12, 1717; Aug. 12, 1723-July 9, 1757; July 6, 1758-Nov. 22, 1774. 3 vols. 7 in.

2

A record of the proceedings of the vice admiralty court showing the time and place of each session, the name of the presiding judge, final decrees and orders of the court, the entering of stipulations for libelants' and claimants' costs, the swearing in of witnesses, the assignment of counsel, and related matters. The entries appearing on pages 11 and 12 of volume I relate to proceedings of a Commission for the Trial of Piracies and Felonies on the High Seas, composed of the Lieutenant Governor and members of His Majesty's Council of the Province of New York, rather than those of the regular admiralty court. Entries are chronological by date of session.

PAPERS RELATING TO A PIRACY CASE. June 3-July 12, 1717. 1 in.

3

Consist mainly of depositions of witnesses examined before Robert Hunter, Governor and Vice Admiral, and members of His Majesty's Council of the Province of New York, relative to acts of piracy and robbery committed on the high seas and to the illegal harboring of the pirates Richard Caverley and Jeremiah Higgins. The depositions give a vivid account of the plundering of vessels, the forceful detention of crews, and other acts of maritime lawlessness. Included among the records are a warrant for the arrest of the escaped pirates and an account of the expenses allowed for their apprehension. The papers are arranged chronologically.

"PAPERS EXTRACTED FROM THE FILES IN 1916." 1685-1838. 1 ft.

4

Selected documents extracted by United States District Judge Charles M. Hough from the records of the Vice Admiralty Court of the Province of

New York, the Admiralty Court of the State of New York, and the United States District and Circuit Courts for the Southern District of New York and their predecessors, and mounted in a large volume for better preservation. Some of the documents were later removed from the volume and filed in manila envelopes. The documents consist of (1) specimens of libels, pleadings, interrogatories, writs of execution, and other documents intended to illustrate admiralty practices of the various courts and to show the similarity between the procedure of the Vice Admiralty Court of the Province of New York and that of the Federal district court; and (2) shipping articles, letters of marque, manifests, certificates of clearance, muster rolls, bottomry bonds, and the like intended to show shipping documents of diverse kinds. Included among the papers are four depositions filed in proceedings held in 1685 before Governor Thomas Dongan, who by his commission had the powers of a vice admiral; a few early bills in equity of the circuit court, 1790-97; complaints, affidavits, warrants of arrest, minutes of testimony, and other papers filed by or before commissions appointed for the trial of piracies, 1769-70 and 1774; and a few documents of general interest, such as the original order admitting Millard Fillmore to practice in the district court. The documents are arranged numerically, 1-135.

LIST OF "PAPERS EXTRACTED FROM THE FILES IN 1916." 1685-1838. Less than
1/4 in. 5

Entries are numerical by document number, 1-135.

MISCELLANEOUS RECORDS. 1746-72. 1/4 in. 6

A manuscript copy of standing interrogatories administered to masters, pilots, and others found on board ships seized as prizes, prepared and used by the vice admiralty court, 1746; a printed copy of an act of the British Parliament "for the Encouragement of Seamen and the more speedy and effectual Manning His Majesty's Navy," 1757; a manuscript copy of a parliamentary act "to explain and amend" the above mentioned act and for "the better prevention of Piracies and Robberies by Crews of private ships of war," 1759; a letter received by Richard Morris, Judge of the Vice Admiralty Court of the Province of New York, from William Franklin, Governor of the Province of New Jersey, complaining of the seizure of vessels within the boundaries of New Jersey for violations of the trade laws and their removal to the New York court for condemnation and sale, 1764; and a copy of the will of one Robert Quick, 1772. The documents are arranged chronologically.

RECORDS OF THE COURT OF ADMIRALTY OF THE STATE OF NEW YORK

The principal American judicial system during the Revolution was in admiralty. On November 25, 1775, the Continental Congress adopted resolutions authorizing the capture of prizes on the high seas and calling upon the several States to erect courts of admiralty or to vest existing tribunals with the requisite authority, for the purpose of determining cases of capture. It was directed that in all cases an appeal should be allowed to Congress or to such person or persons as Congress should appoint for the

trial of appeals.⁶ In some States the courts were established with powers regulated by statute; in others, where an admiralty court had previously existed, the court was retained and a judge was appointed simply to exercise the same powers that the judges of the colonial vice admiralty had exercised. Such was the case in New York.⁷ Although provision for a court of admiralty was made by the State of New York as early as March 16, 1778,⁸ the court was not active until 1784, inasmuch as the State's maritime counties were occupied by the British from the autumn of 1776 to the end of the war.⁹ The United States Constitution vested admiralty jurisdiction exclusively in the Federal courts and consequently, upon the adoption of that instrument by the State of New York in 1789, the State Court of Admiralty ceased to exist.

The records of the Court of Admiralty of the State of New York described below consist only of case papers, although some other records of this court are included with papers described in entry 4. The papers evidence activity with respect to cases of customs seizures and ordinary marine matters, but none in prize cases.

CASE PAPERS. 1784-88. 1 ft.

Libels, monitions, stipulations, claims and answers, replications, depositions, writs of appraisement, orders and decrees of the court, and related papers filed in (1) suits arising out of violations of customs regulations, 1785-88, salvage, 1784-88, and claims for seamen's wages, 1784-88; and (2) "miscellaneous cases," concerning actions involving maritime contracts, such as bottomry, repairs to a vessel, and marine insurance, 1784-87. The records indicate that Alexander Hamilton appeared as proctor in a number of the cases. These case papers are arranged in the categories described above.

RECORDS OF THE UNITED STATES CIRCUIT COURT
FOR THE SOUTHERN DISTRICT OF NEW YORK

Of the three circuits into which the judicial districts of the United

⁶Journals of the Continental Congress, 3:371-375. Appeals from the State courts of admiralty were heard first by special committees of Congress, later by a standing committee, and finally by the Court of Appeals in Cases of Capture. The original records in the prize cases heard on appeal, frequently referred to as the Revolutionary War Prize Cases, are in the custody of the Supreme Court of the United States. Copies are available to the public through the microfilm publication program of the National Archives (No. M162).

⁷Erastus C. Benedict, The Law of American Admiralty, p. 87 (New York, 1894).

⁸Thomas Greenleaf, Laws of the State of New York, p. 11 (New York, 1792).

⁹J. C. Bancroft Davis, "Federal Courts Prior to the Adoption of the Constitution," in United States Reports, vol. 131, appendix xix-xxxv.

States were grouped by the Judiciary Act of 1789, the "eastern circuit" consisted of the districts of New Hampshire, Massachusetts, Connecticut, and New York. In each of the districts of the eastern circuit there were held annually two courts called "circuit courts." The circuit court for the New York district was held alternately at New York City and Albany. The first session of the Circuit Court for the District of New York was held on April 3, 1790, and presided over by John Jay, Chief Justice of the United States; William Cushing, an Associate Justice of the Supreme Court; and James Duane, the district judge. Jay delivered an elaborate charge to the grand jury in which he stressed the principles of morality and advised submission to Constitutional authority.¹⁰ When the judicial districts were reorganized on April 29, 1802 (2 Stat. 157), into 6 circuits, the districts of Vermont, Connecticut, and New York formed the 2d circuit. An act of April 9, 1814 (3 Stat. 120), which divided New York into two judicial districts, a northern and a southern, provided that a circuit court was to be held for the southern district of New York at the city of New York, with appellate jurisdiction over decisions of both district courts. After 1818 the jurisdiction of the Circuit Court for the Southern District of New York was geographically the same as that for the corresponding district court. While it existed, the circuit court handled the more important civil cases that came before the Federal courts in the Southern District of New York, other than those in admiralty and bankruptcy, and some criminal cases as well.

The records of the circuit court described below were received in the National Archives from the District Court for the Southern District of New York, which had acquired them under terms of an act of 1911 terminating the circuit courts effective January 1, 1912 (36 Stat. 1167). This act provided that all suits pending in the circuit courts were to be disposed of in the district courts as if they had been originally begun therein, "the record thereof being entered in the records of the circuit courts so transferred." The District Court for the Southern District of New York in some instances continued to use the dockets and the related case file system of the former circuit court in that district for new cases. As a consequence, some of the records in several of the series described below postdate 1911 and are the result of litigations continued or initiated in the district court. The records consist mainly of case papers accumulated in the trial of cases coming before the circuit court, either originally or on appeal; related dockets, registers, and indexes; and minutes, orders and decrees, and judgment records. Records relating to equity cases, mainly between private individuals and corporations, constitute about half the records of the court.

A few records relating to practices of the circuit court in admiralty and maritime matters before 1839 are described under records of the Vice Admiralty Court, in entry 4.

¹⁰Hampton L. Carson, The History of the Supreme Court of the United States, 1:206-207 (Philadelphia, 1902).

GENERAL RECORDS

MINUTES. Apr. 5, 1790-Apr. 11, 1808; Apr. 1, 1813-May 20, 1875.

43 vols. 8 ft.

8

A record of the proceedings of the circuit court, showing dates of sessions, names of presiding judges, and, usually, judgments, decrees, and orders of the court arising out of the litigation of all cases before it, original and appellate, civil and criminal. The minutes also record orders for the admission of attorneys to practice before the court, the adoption of specific rules of procedure, and the appointment of clerks, United States commissioners, and other court officials; evidence produced in court on behalf of litigants; aliens' oaths of intention to become citizens of the United States and orders for the naturalization of aliens; panels of persons summoned to attend as grand and petit jurors, indicating defaulters and those excused; and other entries reflecting the activities of the court. The minutes consist of 15 volumes of engrossed minutes (Apr. 5, 1790-Apr. 11, 1808; Apr. 1, 1813-July 2, 1861), and 28 volumes of rough minutes (Apr. 1, 1814-Sept. 4, 1819; Apr. 1, 1823-Apr. 19, 1829; Jan. 13, 1840-May 20, 1875). Each of the volumes of engrossed minutes, except the first and the last, contains an alphabetical index by name of defendant and petitioner, and by general subject, such as "rules of court." Entries are chronological by date of session. For subsequent minutes in appellate cases, see entries 24 and 61; in law cases, entry 29; in equity suits, entry 61; and in criminal actions, entry 69.

MINUTES IN CHAMBERS ("JUDGE'S ORDERS"). Oct. 23, 1832-Aug. 13, 1857.

1 vol. 2 in.

2

A record of proceedings apparently taking place in the chambers of Judge Samuel R. Betts and, in a few instances, in the chambers of Circuit Justice Samuel Nelson, rather than during a term of court or while either judge was sitting in court. The minutes record various orders issued by the judges, such as discharging defendants from arrest, reducing bail, providing for the examination of witnesses, discontinuing suits, and admitting lawyers to practice before the court. The entries mainly relate to cases litigated in the circuit court, but a few relate to law suits contested in the district court. The volume contains an alphabetical index by name of defendant and petitioner. Entries are chronological.

MINUTES ON MOTIONS. Oct. 21, 1887-Dec. 30, 1911. 6 vols. 1 ft. 10

A record of proceedings on motions made to the circuit court, such as applications for a preliminary injunction, a new trial, a writ of habeas corpus, or admission to practice in the court; and petitions to remand a case to a State court, vacate a judgment, dismiss a bill of complaint, or punish contempt. Entries show date of session, name of presiding judge, title of case being litigated or of other matter, nature of the motion, names of persons heard in support of or in opposition to the motion, and the court's action on the motion. Each volume contains an alphabetical index by name of defendant and petitioner. Entries are chronological by date of session.

MINUTES IN CASES COMING ON FOR FINAL HEARING. Oct. 17, 1887-Dec.

30, 1914. 5 vols. 1 ft.

11

A record of proceedings in actions coming on for final hearing upon pleadings and proofs, and in some instances on demurrers, pleas, exceptions, and appeals from the district court coming on for argument. Entries show date of session, name of presiding judge, case title and sometimes case number, names of persons appearing on behalf of either litigant, and the action of the court on the hearing or the argument. Also recorded are a few orders admitting persons to practice in the court. Entries after 1911 are those of proceedings of the district court on hearings in suits that originated in the former circuit court. Each volume contains an alphabetical index by name of defendant and petitioner. Entries are chronological by date of session.

MINUTES RELATING TO THE APPOINTMENT OF SUPERVISORS OF ELECTION ("ELECTIONS"). Apr. 22, 1871-Jan. 29, 1894. 1 vol. 2 in.

12

A record of the proceedings of the circuit court held in pursuance of provisions of an act of Congress approved February 28, 1871 (16 Stat. 433), authorizing judges of the United States circuit courts to appoint and commission persons to supervise the registration of voters and the holding of elections for representatives to Congress. The law was repealed by an act of February 8, 1894 (28 Stat. 36). Entries show dates of sessions, names of presiding judges, and orders for the appointment and removal of chief supervisors of elections for the several districts in the second judicial circuit of the United States and supervisors of elections for the several election districts and voting precincts of that circuit. Entries are chronological by date of session.

INDEX TO DEFENDANTS IN LAW AND EQUITY CASES. 1907-ca. 1915. 1 vol. 2 in.

13

An index to defendants in cases recorded in law dockets 1 to 12, equity dockets 1 to 10, and a miscellaneous docket 1. Entries are alphabetical by name of defendant. For law dockets 1 to 9 and related case files, see entries 27 and 25, respectively; and for equity dockets 1 to 8 and related case files, see entries 59 and 56, respectively.

INDEX TO PLAINTIFFS IN LAW AND EQUITY CASES. 1907-ca. 1920. 1 vol. 2 in.

14

An index to plaintiffs in cases recorded in law dockets 1 to 20 and equity dockets 1 to 16. Entries are alphabetical by name of plaintiff. For law dockets 1 to 9 and related case files, see entries 27 and 25, respectively; and for equity dockets 1 to 8 and related case files, see entries 59 and 56, respectively.

DOCKET OF CASES. 1814-15. Less than 1/4 in.

15

A record of cases, original and appellate, noticed for trial in the circuit court for the September term of 1815. Entries show case title, type of action (such as ejectment, breach of patent right, and appeal), date issue was joined, and the names of attorneys. Case entries are numerical, 1-14.

TRIAL NOTES. 1834-ca. 1853. 5 in.

16

Brief statements, noted by the judge, of what transpired in the course of trials of various civil and criminal cases. The notes usually contain statements of the testimony of witnesses, documents offered or admitted in evidence, references to precedent cases, and the like. Arranged chronologically by term of court, from the October term, 1834 to the December term, 1853.

RECORDS FILED IN SUMMARY PROCEEDINGS. 1866-1911. 6 in.

17

Orders appointing guardians ad litem, and related petitions; orders for the deposit of certain sums into the court's registry in lieu of bail; petitions to take depositions which were to be used in actions expected to be brought against the petitioner, and the related depositions; orders to pay witnesses; applications for attachments against parties for contempt in not obeying subpoenas; and other records filed in minor cases in which the established course of legal procedure was omitted. Arranged alphabetically by name of defendant or petitioner.

ROLLS OF ATTORNEYS. Apr. 12, 1790-Nov. 21, 1834. 7 rolls. 1/4 in.

18

Rolls of parchment recording the names of attorneys admitted to practice before the circuit court. Each roll contains the signature of the attorney admitted, the date of his admission, and a copy of the oath taken. A few rolls also show the degrees of practice (attorney, proctor, counselor, or advocate) to which the applicant was admitted. Among the signatures appearing on the rolls are those of Alexander Hamilton, Aaron Burr, Edward Livingston, and William Seward. Entries on each roll are chronological by date of admission.

RECOGNIZANCES. Feb. 15, 1797-Aug. 20, 1912. 36 ft.

19

Obligations of record, entered into before the circuit court or its officer authorized for that purpose, conditioned upon the appearance of defendants in the court at a specified time to answer charges against them, or the presence of witnesses to testify and give evidence on behalf of the United States. Arranged chronologically.

APPELLATE JURISDICTION RECORDS

The revisory power of the circuit courts over final decrees and judgments of the district courts was derived from the original Judiciary Act of 1789 (1 Stat. 79) and the act of March 3, 1803 (2 Stat. 244). It was exercised either by appeal, a proceeding which subjected both the law and the facts to a review; or by writ of error, a process which removed for reexamination only the law involved. The appellate jurisdiction extended, where the amount in controversy exceeded \$50, to all final decrees of the district courts in cases of admiralty and maritime jurisdiction (in which case the remedy was by appeal), and to all judgments in civil actions (in which case the remedy was by writ of error). Most of the series of records described below were called "Error and Appeal" records by the court. Appeals to the circuit court for a review of proceedings in bankruptcy were provided for in each of the first three

national bankruptcy acts. In 1891 the circuit courts lost their appellate powers to the newly created circuit courts of appeal (26 Stat. 827).

CASE FILES. 1793-1911. 78 ft.

20

Petitions of appeal for a reversal or modification of decrees of the trial court, writs of error for the review of alleged mistakes of the trial court, appeals from decisions of the district court refusing discharges to bankrupts, apostles transmitting the record of proceedings of the trial court, bills of exception, orders of the court, assignments of error to rulings of the trial court, decrees affirming or reversing decisions of the trial court, mandates of the Supreme Court of the United States, and related documents filed chiefly in cases appealed from the district court to the circuit court, some of which were further appealed to the Supreme Court; but also in cases appealed from the circuit court to the Supreme Court and, after 1891, from the circuit court to the Circuit Court of Appeals for the Second Circuit. Cases appealed before 1845 are arranged alphabetically by name of appellant; subsequent cases are arranged numerically by case number, 1-1 to 1-374, 2-1 to 2-355, and A-1 to D-3259. The case numbers correspond to the volume and page designation of the related dockets (entry 22) in which the case is recorded. For related minutes, see entries 8, 24, and 61.

BONDS. 1879-1912. 6 ft.

21

Obligations undertaken by appellants to prosecute their appeals to effect, and to answer all damages and costs if they fail to make their appeal good. The bonds are arranged numerically, A-79 to D-3409, by the related case number.

DOCKETS. Sept. 3, 1845-Nov. 27, 1912. 6 vols. 1 ft.

22

A record of papers filed and proceedings held, chiefly in cases appealed to the circuit court from the district court, some of which were further appealed to the Supreme Court; but also in cases appealed from the circuit court to the Supreme Court and, after 1891, from the circuit court to the Circuit Court of Appeals for the Second Circuit. Entries for each case show the case title, names of attorneys, and a chronological listing of filings and proceedings from the initiation to the final disposition of the action. Each volume contains an alphabetical index by name of appellant. Entries are numerical by case number (see entry 20) in volumes designated 1, 2, A, B, C, and D. Volume 2 contains a chronological list of "Decisions" rendered in appellate cases between November 20, 1871, and May 18, 1875, showing dates of decisions, names of issuing judges, and pertinent case titles.

DOCKET IN BANKRUPTCY CASES APPEALED AND REFERRED. 1842-43. 1 vol. 2 in.

23

A record of papers filed and proceedings held in bankruptcy cases appealed and referred to the circuit court under provisions of an act of Congress approved August 19, 1841 (5 Stat. 444). The cases involve bankrupts' appeals from decisions of the district court refusing to discharge them, and the district judge's adjournment of certain bankruptcy cases into

the circuit court for the determination of certain points in question. Entries for each case show the case title, a transcript of the docket from the district court, and a chronological listing of the proceedings in the circuit court. The volume contains an alphabetical index by name of bankrupt. Case entries are unarranged. For related case papers, see entry 20.

MINUTES ("ADMIRALTY MINUTES"). Nov. 16, 1875-Feb. 8, 1883. 2 vols.

5 in.

24

A record of the proceedings of the circuit court in cases, mostly in admiralty, appealed from the district court. Entries show dates of sessions, names of presiding judges, and events taking place in the conduct of the litigation, including decrees of the court sustaining or reversing the decisions of the trial court. A number of orders admitting attorneys to practice before the court also appear. The second volume contains an alphabetical index by name of appellant and person admitted to practice. Entries are chronological by date of session. For minutes in appellate cases before November 16, 1875, see entry 8; and after February 8, 1883, entry 61. For related case papers and dockets, see entries 20 and 22, respectively.

ORIGINAL JURISDICTION RECORDS

The original jurisdiction of the circuit courts was conferred at the outset by the Judiciary Act of 1789. Subsequent laws, particularly an act of March 3, 1875 (18 Stat. 470), extended the courts' authority to additional categories of suits and liberalized provisions for the removal of cases from State courts. In general, where the amount in controversy exceeded \$500, the original jurisdiction of the circuit courts covered cases arising under the Constitution, laws, or treaties of the United States; cases in which there was a dispute between citizens of different States; and suits between citizens of a State and a foreign state or its citizens. An act of March 3, 1887 (24 Stat. 552), increased the amount necessary to confer jurisdiction from \$500 to \$2,000, exclusive of costs and interest. The original jurisdiction of the circuit courts also extended, irrespective of the amount in dispute, to suits between citizens of the same State claiming lands under grants of different States, to cases in which the United States was plaintiff or petitioner, and to all proceedings arising out of crimes and offenses against the United States, except as otherwise provided by law. A number of special laws also conferred on the circuit courts jurisdiction over various matters, such as those relating to the infringement of patents and copyrights, violations of civil rights and the elective franchise, importation of alien contract labor, registration of trade-marks, transportation of passengers in merchant vessels, unlawful restraints of trade and monopolies, and controversies between trustees in bankruptcy and adverse claimants to property held by the trustees.

Law Records

CASE FILES. 1790-1912. 225 ft.

25

Complaints and declarations setting forth the circumstances constituting

the plaintiffs' causes of action; answers of defendants denying plaintiffs' allegations; demurrers, rejoinders, and other pleadings; bills of exceptions to decisions of the court upon points of law; affidavits and depositions of witnesses; orders of the court extending time to answer, overruling demurrers and motions vacating attachments, dismissing complaints, and directing other actions; consents and orders to discontinue suits; and related documents filed in the circuit court in law cases. In suits removed from State courts, a certified copy of the pleadings, processes, and other papers constituting the record in the State court is generally in the case file. The records mainly relate to suits for (1) recovery of sums due under various forms of obligation or promise; (2) personal injuries; (3) damages sustained by reason of forcible ejectment from lands and tenements, publication of false and defamatory matter, or infringement of patent rights and copyrights; and (4) recovery of penalties imposed by Congress upon persons and corporations encouraging the migration of aliens to perform contract labor. The case files are in four parts, with some slight overlapping of dates: cases filed between 1790 and 1846 are arranged alphabetically by name of defendant; cases initiated between June 1, 1846, and June 2, 1877, are arranged numerically by case number, 1-5 to 1-567, 2-1 to 2-653, 3-2 to 3-566, and 4-1 to 4-245; cases filed between January 4, 1876, and December 31, 1906, are arranged numerically by case number, A-1 to M-7104; and cases filed between January 2, 1907, and October 29, 1912, are arranged numerically by case number, 1-1 to 1-251, 2-1 to 2-251, 3-1 to 3-251, 4-1 to 4-251, 5-1 to 5-251, 6-1 to 6-251, 7-1 to 7-251, 8-1 to 8-251, and 9-1 to 9-402. The case numbers correspond to the volume and page designation of the related dockets (entry 27) in which the case is recorded. For related judgment records, see entry 30. For case files relating to other law cases, see entries 42, 43, 48, 54, and 55.

BONDS. 1907-11. 1 ft.

26

Consist mainly of obligations to pay damages and costs where writs of error were prosecuted by defendants; undertakings for security for costs by plaintiffs who were nonresidents of the State of New York; bonds to pay damages resulting from warrants of attachment against property of defendants; and undertakings by guardians to discharge faithfully the trust committed to them in respect to property of an infant. The bonds are arranged numerically, 1-2 to 6-243, by the related case number.

DOCKETS. June 1, 1846-Oct. 29, 1912. 26 vols. 7 ft.

27

A record of papers filed and proceedings held in the trial of each law case. Entries for each case generally show the case title, names of attorneys, and a chronological listing of the filings and proceedings. In cases initiated after 1906, additional entries record the amount of the clerk's fees, the amount reported in emolument returns, and the cash deposited by the litigants and disbursed by the clerk after appropriate deductions. Each docket, except the first, contains an alphabetical index by name of defendant. Index entries in volumes A to M also show date of judgment, if any, rendered in the case and the related judgment number (see entry 30). Case entries are numerical by case number (see entry 25)

in volumes marked 1 to 4, A to M, and 1 to 9. For related indexes, see entries 28, 13, and 14.

INDEX TO DEFENDANTS IN LAW CASES. Jan. 4, 1876-Dec. 31, 1906. 2 vols. 4 in. 28

An index to defendants in law cases A-1 to M-7104. Entries in each volume are alphabetical by name of defendant. One volume covers cases A-1 to F-3766; and the other, F-3767 to M-7104. For related case files and dockets, see entries 25 and 27, respectively. For a similar index to cases after 1906, see entry 13.

MINUTES. Oct. 18, 1875-Mar. 30, 1911. 41 vols. 10 ft. 29

A record of the proceedings of the circuit court showing dates of sessions, names of presiding judges, and, usually, judgments and orders of the court arising out of the litigation of law cases. The minutes also record orders for the admission of attorneys to practice before the court, the distribution of the wages and effects of deceased and deserting seamen, the fining of defaulting jurors, the approval of the accounts of various court officers, the appointment of guardians ad litem, and the adoption of specific rules of procedure; evidence produced on behalf of either party; panels of persons summoned to attend as grand and petit jurors; and other matters reflecting the activities of the court. Twenty-three of the volumes contain an index by name of plaintiff in suits against collectors of customs. Entries are chronological by date of session. For minutes in law cases before October 18, 1875, see entry 8. For minutes in law suits against collectors of customs, October 16, 1887-January 27, 1903, see entry 47; and in cases appealing decisions of the United States Board of General Appraisers, December 23, 1890-February 6, 1911, see entry 53.

JUDGMENT RECORDS. Aug. 23, 1799-Dec. 29, 1911. 260 ft. 30

The final record, chiefly in law cases but also in some equity cases, in which judgments or final decrees were rendered by the circuit court for the recovery of debts, damages, or costs. The record in early cases generally consists merely of a transcript of the proceedings in each case and the signed judgment; in later cases the record in each suit usually consists of the judgment or final decree, the bill of complaint or petition to remove cause, the summons, the defendant's answer, the notice of appearance, and the satisfaction of judgment. Other documents filed in the cases, such as depositions, pleadings, orders of the court, and exhibits, are filed with the related case files (entries 25, 42, 43, and 56). Records filed before 1876 are arranged chronologically by date of filing; subsequent records are arranged by judgment number, 1-9318. For related dockets, see entry 33.

JUDGMENT ROLL. Sept. 18, 1794. 1 roll. 2 in. 31

A parchment roll recording the judgment of the circuit court awarding the plaintiffs damages and costs in an action of trespass brought by John Ansley and others against John Read and Jacob Bogardus.

JUDGMENT REGISTERS. 1794-1817; 1829-59; 1864-77. 2 vols. 3 in. 32

A record of judgments issued by the circuit court, chiefly in law cases

but also in some equity cases. Entries show the names of parties against whom judgments were obtained, names of parties in whose favor judgments were rendered, names of attorneys, how the judgments were obtained (by verdict, default, or other manner), amounts of the judgments, and dates of satisfaction of judgments. Entries are chronological by date of judgment, except that in the first volume entries for 1794-1817 follow those for 1829-59. For related judgment records, see entry 30.

JUDGMENT DOCKETS. 1795-1911. 4 vols. 1 ft. 33

A record of judgments, chiefly in law cases but also in some equity cases, showing names of judgment-creditors and judgment-debtors, judgment numbers for judgments rendered after 1875, dates and amounts of judgments, amounts of costs involved, and dates of payment or other satisfaction of judgment. Entries are alphabetical by first two letters of surnames of judgment-debtors. For related judgment records, see entry 30.

ORDERS AND DECREES. Mar. 31-Dec. 29, 1911. 1 vol. 5 in. 34

Copies of orders, decrees, and judgments of the court rendered in law cases, giving also the date of the order, the pertinent case title, and the name of the judge issuing the order. The orders are entered chronologically. For similar records issued by the district court in 1912 for cases that were transferred to it from the Circuit Court, see entry 77.

ORDERS AND DECREES IN RAILROAD CASES. Sept. 24, 1907-Mar. 7, 1911. 1 vol. 5 in. 35

Copies of orders, judgments, and final decrees rendered chiefly in law cases but also in some equity cases involving, for the most part, suits against the New York City Railway Co. and the Metropolitan Street Railway Co. Each order also shows the date of issuance, the name of the issuing judge, and the pertinent case title. The orders are entered chronologically.

RULE BOOKS. Nov. 26, 1816-Dec. 8, 1853; Jan. 25, 1873-May 25, 1878; Oct. 1, 1888-Jan. 2, 1912. 11 vols. 3 ft. 36

Copies of minor orders of the court rendered mainly in actions at law, but including rulings in a small number of equity and appellate cases. The orders relate to such matters as cancellation of bond, extension of time for parties to plead, entering of default upon nonappearance, permission to amend rejoinder, substitution of attorney, denial of motion, and discontinuance of suit. Entries are chronological by date of ruling, with some overlapping of dates. Entries in the first two volumes are divided into two parts, one part listing the law orders, and the other the equity rulings.

PRAECIPES. 1856-75. 4 ft. 37

Orders of the United States Attorney for the Southern District of New York to the clerk of the circuit court to issue process. Each praecipe generally shows the name of the defendant in the case, the form of process to be issued, the reason for its issuance, the amount of the claim or judgment involved, the date process was to be issued, and the date it was

returnable. The praecipies are arranged chronologically by year of filing.

WRITS OF CAPIAS. 1792-1877. 18 ft.

38

Writs directing the United States marshal to take defendants into custody to ensure their appearance in the circuit court to answer plaintiffs' complaints for amounts owed by the defendants as debts or damages. Most of the writs bear endorsement of service. The writs are arranged chronologically by year of filing.

PROCESS REGISTER. Aug. 6, 1839-Sept. 19, 1858. 1 vol. 2 in.

39

A record of the writs of capias and other forms of process issued by the circuit court. Entries give the name of the defendant, form of process, reason for its issuance, amount of claim or judgment involved, amount of court costs, date process was issued and date returnable, and date process was returned or reported. Entries are chronological by date of issuance of process. For a record of writs of execution to obtain debts and damages recovered by judgments of the court, 1800-45, see entry 172.

BAIL PIECES. 1791-1863. 2 ft.

40

Certificates given by the judge or clerk of the circuit court indicating that defendants in certain cases were delivered to bail. Arranged chronologically by year of filing of bail piece.

BAIL REGISTER. 1813-72. 1 vol. 2 in.

41

A record of the sureties given for the due appearance of certain persons in the circuit court. Entries show names of defendants, names of plaintiffs, names of persons posting bail, terms of court during which the bail was undertaken, amounts of the debts involved, dates of acknowledging and of filing bail, and names of persons before whom the bail was taken. Entries are chronological by term of court during which the bail was undertaken. For related bail pieces, see entry 40. For a record of bail undertaken in the circuit court before 1813, see volume one of the records described in entry 174.

Records Relating to Customs and Internal Revenue

CASE FILES IN SUITS BROUGHT BY THE UNITED STATES. 1845-75. 23 ft. 42

Declarations of the plaintiff's cause of action, pleas of the defendant denying the plaintiff's allegations, replications of the plaintiff to the defendant's pleas, consents of the United States attorney to discontinue suit and orders of the court to that effect, affidavits as to the identity of the person informing the Government of the violation, final orders of distribution on payment of penalties, and related papers filed in actions undertaken by the United States to recover debts due it, mainly in the form of penalties for violations of customs and internal revenue laws. Typical cases involve the retailing of liquor without a license, failure of manufacturers of tobacco to comply with laws regulating such manufacture, breaches of contract with the United States, nonpayment of duties before the withdrawal of bonded merchandise from a warehouse, and failure of importers to pay customs duties on imports. The case files are arranged

alphabetically by initial letter of surname of defendant. For related dockets, see entries 44 and 45. For suits brought by the United States before 1845 and after 1875, see case files described in entry 25. For related judgment records, see entry 30.

CASE FILES IN SUITS AGAINST COLLECTORS OF CUSTOMS. 1833-1903. 148 ft.

43

Papers filed in actions brought against Collectors of Customs of the port of New York for the recovery of sums paid by the plaintiffs as duties on imports allegedly in excess of amounts required by law. The documents include praecipes for summons and the summons, petitions for the removal of cases to the circuit court, writs of certiorari commanding the removal of cases, declarations specifying the circumstances constituting the plaintiffs' causes of action, answers by defendants denying allegations of the plaintiffs, reports of referees adjusting the amounts for which the plaintiffs were entitled to a verdict, consents by both parties to discontinue suit, orders of dismissal of suits, and related papers. Materials in cases initiated before 1876 are arranged alphabetically by name of collector, thereunder alphabetically by initial letter of surname of plaintiff; materials filed in subsequent cases are arranged numerically by case number, 1-14540. For related dockets, see entries 44 and 46. For some suits against customs collectors before 1833 and after 1903, see case files described in entry 25. For related judgment records, see entry 30.

DOCKETS IN CUSTOMS CASES AND SOME INTERNAL REVENUE CASES ("SUITS BY THE UNITED STATES"). Oct. 6, 1843-July 7, 1877. 12 vols. 2 ft.

44

A record of papers filed and proceedings held in suits brought by the United States to recover monies allegedly owed to the Government under customs laws, and in some cases, under internal revenue laws; and in suits brought by importers to recover duties claimed to be in excess of those due under customs regulations. Entries in each case show the case title, the nature of the action and the amount of debt, the names of attorneys, and a chronological listing of the filings and proceedings from the initiation of the suit to its final disposition. Volumes 3 and 5 to 11 contain only entries relating to suits by importers. Volume 4 contains entries for a number of suits brought on violations of internal revenue laws. The case entries in volume 11 are duplicated in volume A of the dockets described in entry 46. Each volume contains an alphabetical index by name of defendant. The first volume is unnumbered; the subsequent volumes are numbered consecutively 1 to 11. Case entries in each volume are chronological by date of filing of the initial document in the case, usually a praecipe or petition to remove cause. For related case files, see entries 42 and 43.

DOCKETS IN INTERNAL REVENUE CASES ("SUITS BY THE UNITED STATES--INTERNAL REVENUE"). Sept. 26, 1863-June 30, 1877. 3 vols. 8 in.

45

A record of papers filed and proceedings held for the recovery of penalties resulting from evasions of the internal revenue laws of the United States. Entries show the case title, the nature of action and the amount of debt, the names of attorneys, and a chronological listing of the filings

and proceedings in each case from its initiation to its final disposition. Each volume contains an alphabetical index by name of defendant. The volumes are numbered 6, 7, and 8. Case entries in each volume are chronological by date of filing of the initial document in the case. For related case files, see entry 42. For some docket entries for suits brought by the United States before September 26, 1863, see entry 44.

DOCKETS IN SUITS AGAINST COLLECTORS OF CUSTOMS ("COLLECTORS DOCKETS").

Jan. 17, 1876-Apr. 9, 1903. 15 vols. 3 ft. 46

A record of papers filed and proceedings held in suits brought by importers against Collectors of Customs of the port of New York to recover duties on imports alleged to be higher than the amounts legally due. Entries show the case title and number, and a chronological listing of filings and proceedings in each case. Each volume contains an alphabetical index by name of plaintiff. Entries are numerical by case number, 1-14540, in volumes lettered A to O. For related case papers, see entry 43. For docket entries in suits against collectors of customs initiated before 1876, see entry 44.

MINUTES IN CASES AGAINST COLLECTORS OF CUSTOMS. Oct. 17, 1887-Jan. 27, 1903. 8 vols. 2 ft. 47

A record of proceedings in suits brought against Collectors of Customs of the port of New York to recover alleged overpayments of duties on imports. Entries show dates of sessions, names of presiding judges, case titles, judgments and orders of the court resulting from litigation of the cases, orders for the drawing of jurors, and orders admitting attorneys to practice before the court. Each of the first three volumes contains an alphabetical index by name of plaintiff and person admitted to practice. Entries are chronological by date of session. For related case papers, see entry 43.

CASE FILES IN SUITS APPEALING DECISIONS OF THE UNITED STATES BOARD OF GENERAL APPRAISERS. 1890-1910. 80 ft. 48

Papers filed in applications to the circuit court made by importers and by the collector of customs when either was dissatisfied with the decisions made by the Board of General Appraisers upon review of the classification and rate of duty imposed on certain merchandise imported at the port of New York. The papers include petitions and schedules setting forth particulars of the alleged errors of law and fact in the Board's decisions, orders of the court requiring the Board to return the record and evidence taken by it in the matter, orders of reference to an officer of the court to obtain further evidence, orders of reversal, and judgments of affirmance. Arranged numerically by case number, 1-5580. For related papers, see entries 49 to 51. For related dockets and minutes, see entries 52 and 53, respectively.

RETURNS OF RECORD BY THE UNITED STATES BOARD OF GENERAL APPRAISERS. 1891-1907. 85 ft. 49

Papers furnished by the Board of General Appraisers in response to orders of the circuit court requiring the Board to transmit the record and

evidence taken by it in reviewing decisions of the collector of customs as to the rate and amount of duty chargeable on certain imports. Included are importers' protests; reports of the collector of customs on the protest, occasionally accompanied by copies of evidentiary documents, such as reports of chemical analyses, and notices of regulations relating to importation by mail; transcripts of testimony taken before the Board; and copies of the Board's decisions. Arranged numerically by related case number, 1-5575 (entry 48).

BONDS FOR COSTS ON APPLICATIONS FOR REVIEW. Sept. 28, 1880-June 27, 1892.
2 ft. 50

Stipulations undertaken upon applications to the circuit court for review of decisions of the Board of General Appraisers, conditioned on the applicants' payment of all damages and costs awarded against them if they failed to make their appeals good. Bonds undertaken subsequent to June 27, 1892, are filed with the related case files (entry 48). Arranged in numerical order, 1-1000.

TRANSCRIPTS OF TESTIMONY. 1891-1907. 7 ft. 51

Stenographic minutes of testimony taken pursuant to orders of the circuit court to obtain further evidence in matters of applications for review of decisions of the Board of General Appraisers on certain imports at the New York port. Arranged numerically by related case number, 5-4215 (entry 48).

DOCKETS IN CASES APPEALING DECISIONS OF THE BOARD OF GENERAL APPRAISERS.
June 27, 1892-Apr. 25, 1910. 6 vols. 3 ft. 52

A record of papers filed and proceedings held in appeals made to the circuit court by importers and by Collectors of Customs at the port of New York for review of decisions of the Board of General Appraisers. Entries give case titles and numbers, names of petitioners' attorneys, and a chronological listing of filings and proceedings in each case. Each volume contains an alphabetical index by name of petitioner. Entries are numerical by case number, 1001-4714, in volumes lettered B to E; and 4715-5642, in volumes 1 and 2. For related case papers, see entry 48.

MINUTES IN CASES APPEALING DECISIONS OF THE BOARD OF GENERAL APPRAISERS
("ORDERS IN APPRAISERS CASES"). Dec. 23, 1890-Feb. 6, 1911. 10 vols.
3 ft. 53

A record of the proceedings of the circuit court in the matter of applications made by importers and by Collectors of Customs of the port of New York for reviews of decisions rendered by the Board of General Appraisers relating to the rates and amounts of duty to be levied on certain imports. Entries give dates of sessions of the court; names of presiding judges; and judgments and orders of the court affirming or reversing the decisions of the Board, directing the Board to furnish the court the record and evidence taken by it in the matter, and declaring the Board's return insufficient and requiring a further report on specific questions of fact. Volumes 2 to 7 contain incomplete alphabetical indexes by name of petitioner. Entries are chronological by date of session in volumes numbered

1 to 10. For related case files, see entry 48; and for related dockets, see entry 52.

Records Relating to Wages and Effects of Certain Seamen

CASE FILES IN MATTERS RELATING TO WAGES AND EFFECTS OF DECEASED SEAMEN.
1876-1915. 15 ft.

Documents relating to the disposition of wages and effects of deceased seamen deposited in the registry of the circuit court in accordance with the provisions of an act of June 7, 1872 (17 Stat. 271). Included are petitions by next of kin for such wages and effects; affidavits attesting to the validity of the claims; accounts of wages and effects of deceased seamen delivered to the Shipping Commissioner for the port of New York by the masters of the vessels on which the seamen were employed at the time of their deaths; orders of the court directing payment of wages and delivery of effects to claimants; schedules of deceased seamen's wages and effects remaining unclaimed in the court's registry for 6 years; orders of the court directing payment of unclaimed wages to the Assistant Treasurer of the United States; and related papers. The case files are arranged chronologically by date of filing of court orders directing payment. 54

CASE FILES IN MATTERS RELATING TO WAGES AND EFFECTS OF ALLEGED SEAMAN
DESERTERS. 1872-1915. 2 ft.

Documents relating to the disposition of wages and effects of alleged seaman deserters deposited in the registry of the circuit court in accordance with terms of an act of June 7, 1872 (17 Stat. 275). Included are petitions for such wages and effects by the alleged deserters, setting forth the circumstances preventing them from rejoining their ships; petitions by masters and owners of vessels from which the desertions took place for such wages and effects in reimbursement for expenses occasioned by the desertions; papers submitted in support of claims; accounts and schedules of wages and effects deposited in the court's registry; reports of the Shipping Commissioner of the New York port concerning the validity of claims; orders of the court directing payments to petitioners, or in cases of wages remaining unclaimed in the court's registry, to the Assistant Treasurer of the United States; and related records. The case files are arranged chronologically by date of filing of court orders directing payments. 55

Equity Records

The basis of equity jurisdiction in the Federal courts is laid in the provisions of the Constitution and laws of the United States. This jurisdiction, as provided in section 16 of the original Judiciary Act of 1789, is not exercised in any case where a "plain, adequate, and complete remedy may be had at law." At the time the Constitution was framed the distinction between law and equity as known in England was recognized, and the equity jurisdiction conferred on the Federal courts by that instrument was the same as that possessed by the High Court of Chancery in England. The equity jurisdiction of the United States courts, being fixed by the Consti-

tution, is subject to neither limitation nor restraint by State legislation. Whereas the procedure in law cases in Federal courts before 1938 was similar to existing procedures in like cases in the courts of the State within which such Federal courts were held, the practice in Federal equity was uniform throughout the country. This practice was in large part regulated by rules first prescribed in 1822 by the Supreme Court. These rules were replaced by another set adopted by the Court in 1842, which remained substantially unaltered until 1913, when an entirely new set went into effect. The Federal Rules of Civil Procedure, effective in 1938 after their adoption by the Supreme Court, prescribed a uniform procedure for law and equity cases, with one form of action to be known as "civil action."

In the Federal court system, the circuit courts exercised, with some minor exceptions, jurisdiction in equity matters. It appears that the major activity of the United States Circuit Court for the Southern District of New York was the litigation of equity cases. Upon the termination of the circuit courts in 1911, jurisdiction over equity cases was transferred to the district courts of the United States.

CASE FILES. 1792-1911. 1,150 ft.

56

Bills of complaint; answers of defendants to complainants' allegations; pleas of defendants showing cause why complaints should be dismissed or barred; affidavits; depositions and transcripts of testimony of witnesses; reports of special masters directed by the court to perform certain services, such as taking testimony, computing interest, ascertaining amounts of damages, and selling property; orders and decrees of the court; writs of injunction; some evidentiary materials, such as letters-patent, contracts, minutes of meetings, and statistical tables; and related records, filed in the court in equity actions. Suits arising out of alleged infringements of patents and copyrights are predominant. Other causes of action include threatened violations of contract; conveyance of real or personal property to delay or deter payment of debt; use, imitation, or simulation of trade-marks; promulgation and communication of statements by labor unions intending to restrain persons from working on certain projects; and agreements, contracts, and conspiracies in restraint of trade and commerce. Some of the principals involved are Charles Goodyear, Thomas Edison, Samuel Colt, Rudyard Kipling, Oscar Hammerstein, and the Sultan of Turkey. The case files are arranged in 5 parts, with some overlapping of dates, as follows: (1) cases filed before May 31, 1827, are arranged alphabetically by name of defendant; (2) cases filed between May 31, 1827, and June 1, 1846, are arranged numerically by case number, X-1 to X-227; (3) cases initiated between July 6, 1846, and July 10, 1877, are arranged numerically by case number, 1-2 to 1-466, 2-1 to 2-498, 3-1 to 3-506, 4-1 to 4-508, 5-1 to 5-512, 6-1 to 6-444, 7-1 to 7-450, and 8-1 to 8-341; (4) cases filed between January 3, 1876, and August 12, 1907, are arranged numerically by case number, A-1 to T-9646; and (5) cases filed between January 4, 1907, and December 29, 1911, are arranged numerically by case number, 1-1 to 1-251, 2-1 to 2-251, 3-1 to 3-253, 4-1 to 4-251, 5-1 to 5-251, 6-1 to 6-251, 7-1 to 7-251, and 8-1 to 8-216. The case numbers correspond to the volume and page designation of the related dockets (entry 59) in which the case

is recorded. For related judgment records, see entry 30.

BONDS. 1907-15. 4 ft.

Formal acknowledgments of contingent financial liability in certain equity cases. Included are undertakings on applications for an injunction; bonds on appeals from decisions of the circuit court; security for costs filed by nonresident plaintiffs; and indemnity bonds. The bonds are arranged numerically by related case number, 1-1 to 9-155. 57

OVERSIZE MATERIALS RELATING TO THE CASE FILES DESCRIBED IN ENTRY 56.

ca. 1874-1911. 5 ft.

Blueprints, ledgers, journals of account, graphic applications of claims, books of stock certificates, sheets of details of costs and comparative results, an index to safe renters, and related records, most of which were filed as exhibits in equity cases. Arranged in part by related case number (see entry 56). 58

DOCKETS. May 31, 1827-Dec. 29, 1911. 37 vols. 9 ft.

A record of the papers filed and proceedings held in the conduct of each equity case. Entries for each case generally show the case title, names of attorneys, and a chronological listing of the filings and proceedings. In cases initiated after 1906, additional entries report the clerk's fees, the amount reported in emolument returns, and the cash deposited by the litigants and disbursed by the clerk after appropriate deductions. Each volume contains an index to names of defendants. Case entries are numerical by case number (see entry 56) in volumes designated X, 1 to 8, A to T, and 1 to 8. 59

INDEX TO DEFENDANTS IN EQUITY CASES. Jan. 3, 1876-Dec. 31, 1906. 2 vols. 4 in.

An index to defendants in equity cases A-1 to T-9646. Entries in each volume are alphabetical by name of defendant; one volume covers cases A-1 to J-4846; and the other, cases J-4847 to T-9646. For related case files and dockets, see entries 56 and 59 respectively; and for an index to defendants and plaintiffs after 1906, see entries 13 and 14 respectively. 60

MINUTES. Sept. 16, 1874-July 31, 1908. 32 vols. 7 ft.

A record of the proceedings of the circuit court, showing dates of sessions, names of presiding judges, and decrees and orders of the court arising out of the litigation of equity suits, and after 1882, in the trial of appellate cases. The minutes also record orders for the admission of attorneys to practice before the court and the adoption of specific rules of procedure. Nineteen of the volumes contain an index by name of defendant, although a few of the indexes are not complete. Entries are chronological by date of session. For minutes in equity cases before September 16, 1874, see entry 8. For minutes in appellate cases before 1883, see entries 8 and 24. 61

ORDERS AND DECREES. Jan. 6, 1908-Dec. 30, 1911. 9 vols. 3 ft.

Copies of orders, and interlocutory and final decrees of the court 62

rendered in equity cases, showing also the date of the order, pertinent case title, and name of the issuing judge. The orders and decrees are entered chronologically. For similar records in equity cases relating to certain railroads, see entry 35; and in cases transferred to the district court in 1912, see entry 77.

RULE BOOKS. Sept. 17, 1888-Jan. 2, 1912. 12 vols. 5 ft. 63

Recorded copies of minor orders of the court arising out of the trial of equity cases. Typical orders are those directing the issuance of subpoenas, extending time for defendant to answer, acknowledging notices of appearance, substituting solicitors, and calendaring issues for argument. Entries are chronological by date of order. For similar records relating to some equity cases before 1888, see entry 36.

EXTRACTS OF TESTIMONY. ca. 1855-1911. 2 ft. 64

Excerpts of testimony apparently taken in equity cases involving, for the most part, alleged infringements of patents on such items as a rubber vulcanization process, early sewing machines, fire extinguishers, toothache gum, railroad couplings, and the manufacture of printing ink. No apparent arrangement.

Habeas Corpus Records

The writ of habeas corpus is generally regarded as the most famous writ in the law, having been employed for many centuries to remove illegal restraint on personal liberty. In the Federal courts the writ has been used to maintain the supremacy of the Constitution, laws, and treaties of the United States, and to protect personal liberty against unlawful restraints, insofar as the duty lies within the purview of the Federal Government. The Federal Constitution provides that "the Privilege of the Writ of Habeas Corpus shall not be suspended, unless when in Cases of Rebellion or Invasion the public Safety may require it" (art. I, sec. 9). Accordingly, the First Congress by the 14th section of the original Judiciary Act (1 Stat. 81) gave to all the United States courts the power to issue writs of habeas corpus. This act and subsequent legislation (4 Stat. 634; 5 Stat. 539; 14 Stat. 385) expanded the jurisdiction of the Federal courts to embrace 4 classes of cases of persons alleged to be restrained of their liberty: (1) by color of the authority of the United States; (2) for an act done or omitted in pursuance of a law of the United States; (3) in violation of the Constitution, laws, or treaties of the United States; and (4) being subjects of a foreign state, for an act done or omitted under any alleged right, title, authority, or privilege claimed under the sanction of any foreign state, the validity and effect whereof depends upon the law of nations.¹¹ The writ is also used where it is necessary to bring a prisoner into court to testify.

¹¹C. L. Bates, Federal Procedure at Law, p. 384-385 (Chicago, 1908).

CASE FILES. 1828-1914. 10 ft.

Petitions for writs of habeas corpus, writs of habeas corpus, returns of writs, traverses to the returns, affidavits, orders of the court, and other records filed in habeas corpus proceedings. Many of the early cases concern minors fraudulently enlisted in the Army and Navy for whom discharges and cancellations of enlistment were sought. Many of the later actions involve aliens detained by the immigration authorities or arrested on the complaints of foreign governments for extradition as fugitives from justice. The early case files also include records filed in proceedings instituted for the relief of persons imprisoned for debt. Cases filed between 1828 and 1875 are arranged alphabetically by name of petitioner; cases initiated between 1876 and 1890 are arranged numerically by case number, A-162 to B-1564; cases filed between 1891 and 1906 are arranged numerically by case number, 1 to 281; and cases filed between 1907 and 1914 are arranged numerically by case number, 1-41 to 1-464, 2-41 to 2-493, 3-14 to 3-487, 4-15 to 4-462, 5-17 to 5-502, 6-1 to 6-499, and 7-1 to 7-92. For related dockets, see entries 66 and 68.

DOCKET. Jan. 23, 1891-Dec. 3, 1906. 1 vol. 3 in.

A record of papers filed and proceedings held in the conduct of each habeas corpus proceeding. Entries for each action generally show the name of the petitioner, the name of his attorney, and a chronological listing of the filings and proceedings. The volume contains an alphabetical index by name of petitioner. Case entries are numerical by case number (entry 65).

Criminal Records

The Constitution defines treason (art. III, sec. 3) and authorizes Congress to punish the counterfeiting of coins and securities of the United States, piracies and felonies committed on the high seas, and offenses against the law of nations (art. I, sec. 8). The great mass of Federal criminal jurisdiction, however, rests upon the Constitutional authority of Congress to enact laws "necessary and proper" to the execution of specifically conferred powers. The first Federal law to prescribe a penalty dealt with revenue frauds (1 Stat. 39) and antedated the creation of the Federal court system. The Crimes Act of 1790 (1 Stat. 112) defined such offenses as treason, misprision of felony, forgery, and bribery and prescribed the punishment for each. The Federal law was extended in 1825 to provide for the punishment of persons committing arson on Federal property (4 Stat. 115), and, in 1859, of persons committing depredations on timber lands of the United States (11 Stat. 408). Thus, gradually, act by act, the national criminal law developed. In 1874 obsolete provisions in the Federal criminal law were repealed, inconsistent provisions were reconciled, and the remainder were consolidated into Title LXX of the Revised Statutes of the United States. The national criminal laws were again overhauled by an act of March 4, 1909 (35 Stat. 1088), known as the Criminal Code of 1909.

The original Judiciary Act of 1789 vested in the circuit courts of the United States jurisdiction "of all crimes and offenses cognizable under the authority of the United States, except where this act otherwise provides,

or the laws of the United States shall otherwise direct, and concurrent jurisdiction with the district courts of the crimes and offenses cognizable therein." When the circuit courts were abolished in 1911, all original jurisdiction in Federal criminal matters passed to the district courts of the United States.

CASE FILES. 1790-1912. 55 ft.

67

Bills of indictment, pleas of defendants, demurrers, affidavits, depositions of witnesses, nolle prosequis, orders of the court, and related records filed in criminal actions. The cases embrace almost every type of crime cognizable in the United States courts including treason; mutiny, piracy, assault, and murder on the high seas; cruel and unusual punishment of seamen; counterfeiting and forgery; smuggling; mail theft; larceny at the Navy Yard; conspiracy to defraud the United States; engaging in the slave trade; enticing soldiers to desert; resisting the Civil War draft; and violations of neutrality. A few early cases concern prosecutions for violations of the Sedition Act of 1789. Many of the case files consist merely of the bill of indictment. Endorsements on many of the jackets of the bills trace the progress of the case through the court, indicating the date of the arraignment of the defendant, the defendant's plea, the date of the trial, the verdict of the jury, and the sentence of the court. The case files are arranged in four parts, as follows: (1) cases filed between 1790 and 1853 are arranged alphabetically by initial letter of the surname of defendant; (2) cases filed between May 14, 1853, and December 22, 1875, are arranged numerically by case number, 1-2 to 1-398, 2-2 to 2-382, and 3-1 to 3-151; (3) cases initiated between January 7, 1876, and December 11, 1906, are arranged numerically by case number, A-1 to E-4396; and (4) cases filed between January 4, 1907, and February 8, 1912, are arranged numerically by case number, 1-1 to 1-501, 2-1 to 2-499, 3-1 to 3-502, and 4-1 to 4-220.

DOCKETS. May 14, 1853-Dec. 11, 1906. 8 vols. 2 ft.

68

A record of papers filed and proceedings held in the trial of each criminal action. Entries for each case generally show the name of the defendant and the nature of the crime, and a chronological listing of the filings and proceedings. Volumes marked "A" and "B" also contain docket entries for habeas corpus cases (see entry 65). Each volume contains an alphabetical index by name of defendant. Case entries are numerical by case number in volumes marked 1 to 3 and A to E.

MINUTES. June 2, 1873-Oct. 28, 1913. 19 vols. 4 ft.

69

A record of the proceedings of the court in criminal cases, showing dates of sessions, names of presiding judges, names of defendants and the nature of their crimes, names of jurors and witnesses, abstracts of testimony and arguments heard and of evidence produced, verdicts rendered, and sentences imposed. A number of the volumes contain incomplete indexes by name of defendant. Entries are chronological by date of session. For earlier minutes in criminal cases, see entry 8.

RECORD OF WITNESSES APPEARING IN CRIMINAL CASES. 1883-84. 1 vol. 2 in.

70

Entries show names of witnesses, dates of appearances, and names of

defendants in cases in which the witnesses testified. Entries are alphabetical by name of witness.

RECORDS OF THE CLERK OF THE COURT

LEDGER. 1878-1918. 1 vol. 3 in.

A record of plaintiffs' and defendants' accounts with the court in sundry cases, showing case title and number, and the dates of receipts and expenditures and the amounts involved. The volume contains an alphabetical index by name of defendant. Case entries are chronological by date of initial entry in each account. 71

BILLS OF COSTS AND RELATED VOUCHERS. 1845-48. 4 in.

Accountings of the charges incurred by the clerk of court, the United States attorney, the United States marshal, and the United States commissioner for services rendered by each of them during the progress of various suits in the circuit court, with some related vouchers. The bills are arranged chronologically by the term of court in which they were rendered. 72

AFFIDAVITS AND CERTIFICATES OF ATTENDANCE OF WITNESSES. 1834-35; 1849-53. 3 in.

Statements of the attendance of witnesses in cases before the court, indicating the number of days attended. Arranged chronologically by year of affidavit or certificate. 73

BONDS OF OFFICIALS. Nov. 13, 1856; July 1, 1872; May 30, 1884. Less than 1/4 in.

Obligations undertaken by certain United States officials and their sureties requiring the approval of the Circuit Judge for the Southern District of New York. The principals involved were Kenneth G. White, Clerk of the Circuit Court, and Charles C. Duncan and James C. Reed, Shipping Commissioners for the port of New York. The bonds are arranged chronologically. 74

RECORDS OF THE UNITED STATES DISTRICT COURT FOR THE SOUTHERN DISTRICT OF NEW YORK

By the Judiciary Act of 1789 the State of New York was constituted one of 13 judicial districts, and New York City was named as the seat of the district court. James Duane, Member of the Continental Congress, member of the convention that adopted the Constitution, and first mayor of New York City after its evacuation by the British, was named judge for the New York district. The first court ever organized under the sovereignty of the United States, the United States District Court for New York preceded by several weeks the organization of the Supreme Court of the United States.¹²

¹²Proceedings Had on November 3, 1939 in the United States District Court for the Southern District of New York on the One Hundred and Fiftieth Anniversary of its Organization, p. 12-13 (Boston, 1939).

The first session of the court was convened on November 3, 1789. Judge Duane's commission was read and several attorneys were admitted to the bar of the court. It was not until the following year, in February, that the first triable action was commenced. On April 9, 1814, New York State was divided into two judicial districts, a northern and a southern, with a district court in each (3 Stat. 120). A few years later an act of April 3, 1818 (3 Stat. 414), transferred the southern district's five northernmost counties—Rensselaer, Albany, Schenectady, Schoharie, and Delaware—to the northern district. The geographic area of the southern district was further reduced by an act of February 25, 1865 (13 Stat. 438), which established the eastern district of New York, composed of the counties of Kings, Queens, Suffolk, and Richmond. The Judicial Code (36 Stat. 1119), which abolished the circuit courts effective January 1, 1912, and otherwise revamped the judiciary, defined the geographic jurisdiction of the southern district of New York to include the counties of Columbia, Dutchess, Greene, New York, Orange, Putnam, Rockland, Sullivan, Ulster, and Westchester, and provided that the district courts for the southern and eastern districts were to have concurrent jurisdiction over the waters within the counties of New York, Queens, Kings, Nassau, Richmond, and Suffolk.

For more than one hundred years the most important activity of the United States District Court for the Southern District of New York was the exercise of its admiralty and maritime jurisdiction. It had jurisdiction in other areas, such as the adjudication of various actions brought by the United States, minor criminal prosecutions, and bankruptcy proceedings; but until 1912, when it assumed the work of the terminated circuit court in its district, it was principally a court of admiralty. The records of the court described below consist chiefly of case files created before 1912, and related dockets, indexes, and minutes. Because of New York City's unique position as the country's leading port and commercial center, the admiralty and bankruptcy records are of special interest and significance.

Some records of the district court after 1911, relating to cases transferred from the terminated circuit court and to some cases initiated by the district court, are docketed and filed with records of the Circuit Court for the Southern District of New York. A few records of the district court relating to admiralty and maritime matters before 1839 are described under records of the Vice Admiralty Court, in entry 4.

GENERAL RECORDS

MINUTES. Nov. 3, 1789–June 30, 1913. 155 vols. 33 ft.

75

A record of the proceedings of the district court giving dates of sessions, names of presiding judges, and judgments, decrees, and orders of the court arising out of the litigation of all cases before it, civil and criminal. The minutes also record orders for the admission of attorneys to practice before the court and for the adoption of specific rules of procedure; evidence produced in court on behalf of litigants; aliens' oaths of intention to become citizens of the United States, and orders for the naturalization of aliens; panels of persons summoned to attend as grand and

petit jurors, indicating defaulters and those excused; and other entries reflecting the activities of the court. The minutes consist of 33 volumes of engrossed minutes (Nov. 3, 1789-Mar. 24, 1853) and 122 volumes of rough minutes (Apr. 13, 1810-June 30, 1913). Each of the first 28 volumes of engrossed minutes and the 33d volume contains an alphabetical index by name of defendant and petitioner, and by general subject, such as "rules of court." Entries are chronological by date of session in the volumes of engrossed minutes labeled "Minutes" (7 vols.) and "Register" (26 vols.); and in the volumes of rough minutes marked "Minutes" (22 vols.), "Rough Minutes" (vols. 1-99), and "Minutes" (1 vol.). For other minutes in equity matters, see entry 189; and in matters pertaining to some bankruptcy cases, see entry 135.

CALENDARS. 1841; 1853. 2 vols. 1 in.

76

A record of cases pending in the court for the terms January through May 1841, and October 1853, showing for each case the names of the litigants and their attorneys, a register and a calendar number, the date of issue, and in some instances an indication of any actions previously taken. Entries are chronological by term of court.

ORDERS AND DECREES. Jan. 1-Nov. 30, 1912. 3 vols. 2 ft.

77

Copies of orders, decrees, and judgments issued by the district court in law and equity cases which had been pending in the Circuit Court for the Southern District of New York at the time of its termination and which had been transferred to the district court for adjudication. Entries are chronological.

ROLLS OF ATTORNEYS. Oct. 16, 1789-Nov. 18, 1834. 10 rolls. 1/4 in.

78

Rolls of parchment recording the names of attorneys admitted to practice before the district court. Each roll contains the signature of the attorney admitted, the date of his admission, and a copy of the oath taken. A few rolls also show the degrees of practice (attorney, proctor, counselor, or advocate) to which the applicant was admitted. Among the signatures appearing on the rolls are those of Alexander Hamilton, Aaron Burr, Robert Morris, and Henry Wheaton.

"INDEX, ROLL OF ATTORNEYS." n.d. 3 vols. 4 in.

79

Entries are alphabetical within each volume, presumably by name of attorney admitted to practice. Beside each name appears an unidentified number which is probably the entry number on the roll of attorneys. The related rolls are not among the records described in this inventory.

JUDGES' OPINIONS. 1846-1917. 50 ft.

80

Opinions delivered by judges of the United States District Court for the Southern District of New York and by judges and Justices of the United States Circuit Court for the Southern District of New York in all types of civil and criminal proceedings. The opinions include those of Samuel Betts, Samuel Blatchford, William Wallace, Samuel Nelson, and Augustus and Learned Hand. A very small amount of per curiam opinions, 1848-1912, delivered by

the court rather than by a single judge, are filed in chronological order at the end of the series. The judges' opinions are arranged alphabetically by name of judge or Justice.

RECOGNIZANCES. 1846-59. 4 ft.

81

Obligations of record, entered into before the district court or its officer authorized for that purpose, conditioned upon the appearance of defendants in the court at a specified time to answer charges made against them, or the presence of witnesses to testify and give evidence on behalf of the United States. Recognizances filed before 1855 are arranged alphabetically by initial letter of surname of defendant; subsequent recognizances are arranged chronologically by year of filing.

"INDEX OF SUITS." ca. 1914-20. 1 vol. 3 in.

82

Entries are alphabetical by name of defendant in admiralty, law, equity, and miscellaneous cases; but the related records are not in the National Archives.

ADMIRALTY RECORDS

Article III, section 2, of the Constitution provides that the judicial power of the United States shall extend "to all Cases of admiralty and maritime Jurisdiction." In a series of decisions, the Supreme Court of the United States has interpreted this grant of authority as extending not only over the high seas but over all public navigable waters as well, including interior lakes, rivers, and canals. The Judiciary Act of 1789 (1 Stat. 76) conferred original jurisdiction in admiralty and maritime cases exclusively on the district courts of the United States, but reserved to all suitors "the right of a common law remedy, where the common law is competent to give it." The act provided for admiralty appeals from the district courts to the circuit courts of the United States. This provision was abolished in 1891 (26 Stat. 826) upon the creation of the circuit courts of appeals, which became the final courts of appeal in admiralty except that for certain questions, including those concerning jurisdiction, constitutionality, and prizes, provision was made for direct appeal to the Supreme Court.

Apart from statutory provisions as to registry, licensing, regulation, inspection, navigation, and seizure and forfeiture of vessels and cargo, American admiralty law deals with such matters as prizes, ransom, and military salvage; petitory suits to try title to a ship independently of possession of the vessel; possessory actions to recover ships to which a party is entitled by right; and a great variety of maritime contracts and torts. Typical maritime contracts relate to charter parties; affreightment; the carriage of passengers and their baggage, and the carriage of goods; marine insurance; demurrage; pilotage, towage, lighterage, wharfage, and stowage; the purchase of supplies and repairs; salvage; general average; bottomry and respondentia; seamen's wages; and the maintenance and care of ill and injured seamen. Typical maritime torts involve collision; loss of or injury to a cargo; and personal injury or ill usage arising between

the master or officers on one hand and the seamen or passengers on the other.¹³

Suits and proceedings in admiralty may be in rem, against a thing, usually a ship, in which case the relief sought is confined to the thing, although the suit may have arisen out of transactions between persons; or in personam, against an individual, in which case relief is sought against a particular person. One of the significant features of maritime law is the limitation of liability. In the United States limitation of liability rests upon the statutes of March 3, 1851 (9 Stat. 635), and June 26, 1884 (23 Stat. 57). Under these laws a shipowner may limit both his maritime and nonmaritime liability to the value of his vessel or its freight after any disaster, act, loss, or damage incurred without his knowledge, fault, or neglect.

CASE FILES. 1790-1912. 620 ft.

83

Libels and information stating the nature of the suits; amendments to libels; monitions summoning interested parties to appear; answers of respondents to allegations in the libels; respondents' claims for property libeled; interrogatories, depositions, and transcripts of the testimony of witnesses; orders and interlocutory and final decrees of the court; reports of commissioners relating to the taking of testimony, ascertainment of the amounts of damages, questions of account, and other matters arising in the progress of the suits; commercial correspondence, charter parties, invoices, contracts, reports of surveys for repairs, shipping articles, crew lists, logs, and other records filed as exhibits by libelants and respondents; petitions, proofs of claims for damages, reports of appraisers ascertaining the values of petitioners' interests, and related documents filed in limitation of liability suits; bills of costs; and other records filed in the court in admiralty cases. The case files span the entire range of admiralty and maritime jurisdiction, including seizures for violations of customs laws, for operating a steamboat without an annual inspection certificate, for carrying an excess of passengers, for violations of embargo, and for engaging in the slave trade; and suits arising out of collisions, salvage, pilotage and towage, breach of charter party, debts for supplies and materials, seamen's wages, bills of bottomry, and marine insurance. Around 1800 an important phase of the court's admiralty business arose from the seizure of vessels during the undeclared hostilities between the United States and France. Many of the limitation of liability cases concern major marine disasters, such as that of the Steamship General Slocum which caught fire going through Hell Gate in the East River in 1904 and cost 1,021 lives. The case files include records for a small number of common-law suits for the period 1863-78, chiefly involving foreign consuls or vice consuls (see also entries 177 and 187) and violations of internal revenue laws, 1864-67 (see also entry 175); and in equity proceedings brought

¹³E. C. Benedict, The American Admiralty; Its Jurisdiction and Practice, p. 158-184 (Albany, 1910).

by assignees in bankruptcy for writs of injunction to enjoin defendants from using or selling property conveyed to them by bankrupts, 1867-69 (see also entries 117 and 187). Case files in suits initiated before August 21, 1828, are arranged chronologically by year of the filing of the libel or information; subsequent case files are arranged numerically by case number, 1-1 through 54-402, except that prize case files, 1861-65, numbered in this series, are filed separately (entry 106). For other ships' logs filed in admiralty cases, see entry 85; for related dockets and indexes, see entries 86 and 87, respectively; and for case files relating to prize cases, 1812-16, and 1861-65, see entries 102 and 106, respectively.

CASE FILES IN SUITS AGAINST OBSCENE AND IMMORAL IMPORTATIONS. 1880-1906.

1 ft.

84

Complaints of customs officials that certain articles had been imported contrary to law, warrants of seizure, information of forfeiture for destruction, monitions, final decrees of condemnation, writs of destruction, and other papers filed in actions against obscene and immoral articles seized in the course of importation. Arranged numerically by related case number (see entry 83).

SHIPS' LOGS. 1839-1920. 119 vols. 6 ft.

85

Journals of ships' voyages, each generally containing a daily account of the ship's course, the distance run, the direction and force of winds, and the state of the weather and the sea; and a short history of the events on board, such as offenses committed by members of the crew and the punishment, if any, inflicted, cases of injury or illness and the nature of each, and cases of death and the cause of each. A few of the volumes are engineers' logs showing pressure of steam, state of the engines and boilers, condition of engine stores, and the like. Included in this collection is the log of the famous clipper ship Flying Cloud, recording the events of her second voyage around Cape Horn in 1852, and logs of the brig Ambrose Light seized as prize in 1885 by United States naval forces for cruising on the high seas as a man-of-war commissioned by parties (insurrectionary forces at Barranquilla, Colombia) having no authority to do so. Almost all of the logs were filed as exhibits in admiralty cases. Other ships' logs are in the pertinent case files (entry 83). The logs are arranged alphabetically by name of vessel except for the last three which cannot be identified as to ship. For logs of prize vessels, 1857-64, see entry 107.

DOCKETS. 1828-1907. 50 vols. 11 ft.

86

A record of papers filed and proceedings held in admiralty cases, showing case titles, names of attorneys, the nature of the suit and the amount involved, and a chronological listing of all important acts done in court in the conduct of each case. The amounts of the clerk's costs in filing of certain papers is also indicated. A few of the dockets include entries for a small number of common-law proceedings, 1863-78, mainly involving foreign consuls or vice consuls, and violations of internal revenue laws, 1864-67; and for equity actions brought by assignees in bankruptcy, 1867-69. Each volume contains an index by name of libelee. Case entries are numerical by case number (entry 83) in volumes designated 1, 1A, and 2 to 49. For a related index, see entry 87.

INDEX TO ADMIRALTY AND INTERNAL REVENUE CASES. 1848-75. 2 vols. 4 in.

An index to respondents in admiralty cases 5-1 to 26-150 (see entries 83 and 86), and to articles seized in internal revenue cases A-1 to A-455 (see entries 175 and 176). Entries in each index volume are arranged alphabetically by name of respondent or article; one volume covers admiralty cases 5-1 to 14-558; and the other, admiralty cases 15-1 to 26-150, and internal revenue cases A-1 to A-455.

"APPEAL DOCKET FOR ADMIRALTY CASES." Aug. 17, 1839-Sept. 28, 1883. 1 vol. 3 in.

A record, apparently maintained by the clerk of the district court, of proceedings in cases in admiralty and some in law, particularly on internal revenue matters, that were referred to the circuit court on appeal or writ of error from the district court. Case entries show the names of the litigants and their attorneys, the related case number, the method of referral, the circuit court's action on the appeal, and the clerk's activities in each referred case, such as the filing of the notice of appeal, the enrolling of apostles, and the receipt of payment of costs. Similar entries in cases appealed between 1828 and 1839 appear in the admiralty dockets (entry 86). Appearing on the first few pages of the volume are a "List of Causes heard in Circuit Court on appeal & decided" and a list of "Cases heard & not decided." The volume contains an alphabetical index by name of appellee and defendant in error. Case entries are chronological, usually by date of the filing of the notice of appeal. For related case papers, see entries 83 and 175.

MINUTES. Apr. 12-Aug. 29, 1917. 1 vol. 3 in.

A record of the proceedings of the district court giving dates of sessions, names of presiding judges, and orders and decrees of the court arising out of the trial of admiralty cases. The minutes also record orders for the drawing of jurors and the appointment of various court officers, and names of witnesses giving testimony and other evidence produced on behalf of litigants. Entries are chronological by date of session.

"JUDGE BROWN'S MINUTES OF PROOFS AND ARGUMENTS." Mar. 9-Dec. 6, 1883. 1 vol. 1 in.

A record of proofs and arguments presented by litigants in certain admiralty cases tried before District Judge Addison Brown. The minutes are in rough form and contain many abbreviations and shorthand interjections. Entries are chronological.

STIPULATIONS FOR LIBELANTS' COSTS. Feb. 25, 1817-Dec. 12, 1902. 57 vols. 20 ft.

Obligations executed by libelants and their sureties pursuant to the admiralty rules and procedure of the district court, conditioned that the libelants pay all costs and expenses that might be awarded against them by final decrees of that court or of any appellate court to which the case might proceed. Stipulations filed after 1831 are bound in volumes. Each volume contains an alphabetical index by name of libelee. The stipulations

are arranged chronologically by date of filing. For related case files, see entry 83.

STIPULATIONS FOR CLAIMANTS' OR RESPONDENTS' COSTS. Jan. 18, 1817-Jan. 28, 1904. 38 vols. 13 ft. 92

Obligations entered into by claimants and respondents and their sureties pursuant to the admiralty rules and procedure of the district court, conditioned that the claimants and respondents pay all costs and expenses that might be awarded against them by final decrees of that court or of any appellate court to which the case might proceed. Stipulations filed after 1831 are bound in volumes. Each volume contains an alphabetical index by name of libelee. The stipulations are arranged chronologically by date of filing. For related case files, see entry 83.

STIPULATIONS FOR VALUE. Aug. 5, 1792-May 24, 1904. 23 vols. 1 ft. 93

Obligations undertaken pursuant to the admiralty rules and procedure of the district court for the appraised or agreed valuation of the libeled property, conditioned that the stipulators and their sureties pay the amounts awarded by final decrees of the district court or of any appellate court to which the case might proceed. Stipulations filed after March 1832 are bound in volumes. Each volume contains an alphabetical index by name of libelee. The stipulations are arranged chronologically by date of filing. For related case files, see entry 83.

"BONDS UNDER ACT OF CONGRESS." Feb. 14, 1854-Dec. 30, 1909. 9 vols. 3 ft. 94

Stipulations executed under terms of an act of Congress approved March 3, 1847 (9 Stat. 181), binding claimants and their sureties to the United States Marshal for the Southern District of New York in double the amount claimed by the libelant, conditioned that the claimants abide by and perform the decrees of the court. The bonds were authorized to enable the claimants to stay execution of process and to effect the discharge of seized property. Each volume except the third contains an alphabetical index by name of libelee. The bonds are arranged chronologically by date of filing. Similar bonds filed before 1854 are in the related case files (entry 83).

BONDS FOR COSTS ON APPEAL. Nov. 3, 1808-Oct. 26, 1826. 3 in. 95

Obligations undertaken by parties in admiralty suits appealing decisions of the district court, conditioned that the stipulators and their sureties pay all damages and costs if they fail to make their appeals good. The bonds are arranged chronologically by date of filing.

BOND BOOK. 1817-34. 1 vol. 1 in. 96

A record of obligations undertaken in admiralty cases, showing case titles, dates suits were instituted, dates and amounts of bonds and names of sureties, types of bonds, final dispositions of bonds, and names of attorneys. The volume contains a few entries for bonds executed in the Circuit Court for the Southern District of New York, chiefly in admiralty cases appealed to it from the district court. The volume contains an alphabetical index by name of libelee. Entries are chronological by date of bond.

MARSHAL'S REPORTS OF SALES. Mar. 11, 1816 and June 26, 1817. Less than 1/4 in.

Reports of the sale of certain merchandise libeled in admiralty, condemned as forfeited by the court, and sold under the direction of the United States Marshal for the Southern District of New York. The reports indicate the types and amounts of merchandise sold, the names of the purchasers, and the amount of each sale. Arranged chronologically. 97

LIBELS FOR SEAMEN'S WAGES AND RELATED PAPERS. 1830-73. 3 ft. 98

Libels of mariners of American vessels, sworn to before a United States commissioner, against the said vessels or against the masters and owners of the vessels in cases of subtraction of wages. Attached to the complaints are schedules of the libelants' rates of pay, terms of service, payments received, and balances due. Included in most cases are summons to the respondents to appear before the commissioner in order to show cause why process of attachment or arrest should not issue against them. It appears that these cases were settled before process did issue. Records in other actions for the recovery of seamen's wages are in the admiralty case files (entry 83). The papers are chronological by year of the filing of the libel.

LEDGER. 1817-21. 1 vol. 1 in. 99

A record of accounts in certain admiralty cases, showing generally the gross amounts of cash received from the United States marshal for sales of libeled property, and the cash disbursed by the clerk of court. The entries are not arranged.

RECEIPTS. 1828-1905. 3 vols. 1 ft. 100

Receipts for sums of money paid out of the registry of the court to the United States attorney, marshal, commissioners, and other officers of the Federal Government for costs, fees, and expenses incurred; to litigants for amounts awarded them by decrees of the court or deposited as security for costs; and for other purposes, primarily in admiralty suits. The receipts are chronological.

MISCELLANEOUS RECORDS. ca. 1837-1921. 6 in. 101

Certificates of enrollment and license, manifests of cargo, invoices, certificates of record of title, copies of opinions rendered in admiralty by judges in other Federal courts, photographs, diagrams of marine collisions, and related records, some of which may be fugitive exhibits in admiralty cases (entry 83). These records are not arranged.

Prize and Related Records, War of 1812

Prize law is that part of international law which concerns the capture of enemy property by a belligerent at sea during war. The determination of the legality of the capture of such property and its liability to confiscation and condemnation rests with the prize courts of the belligerent state.¹⁴

¹⁴Charles G. Fenwick, International Law, p. 561 (New York, 1934).

In the United States the Judiciary Act of 1789 and the Supreme Court's decision in the case of Glass v. The Sloop Betsey (3 Dall. 6) in 1794 conferred all the powers of a court of admiralty "both instance and prize" in the district courts of the United States. The prize jurisdiction was expressly sanctioned by Congress in the prize act of June 26, 1812 (2 Stat. 759), which regulated the issue of commissions and letters of marque to private armed vessels of the United States and provided for the adjudication of prizes in the Federal district courts.

The prize court in New York City was convened in August 1812 and continued its processing of prize matters as late as 1816. On September 2, 1812, rules of procedure in prize cases were formulated by the court, and Matthew L. Davis and Ogden Edwards were appointed as prize commissioners for the examination of witnesses, attention to the safety of captured vessels, inspection of captured property, and other services in connection with prize matters as required by the court. Standing interrogatories to be administered to all persons found on board any prize vessels were drawn up. The questions were intended to elicit the fullest possible information about the prize ship, the ship's company, the cargo, and the voyage. Numerous captures were sent into New York for adjudication, chiefly by the many privateers fitted out in that port. The business of the prize court was brisk until late in 1813 when the New York port was closely blockaded by the British fleet.

CASE FILES. 1812-16. 8 ft.

102

Libels for the condemnation of seized enemy property as a lawful prize, monitions summoning interested parties to appear, depositions of witnesses examined on the standing interrogatories established by the court, claims of owners and others for certain property seized as a prize, statements of charges against prize vessels and cargo (wharfage, appraisement, etc.), orders of the court, decrees of condemnation, accounts of sales of prizes, and related papers reflecting the progress of prize cases through the court; and shipping articles, cargo manifests, invoices and bills of lading, certificates of registry, licenses to sail without convoy, British letters of marque, correspondence relating to the vessels and cargo, personal correspondence including letters written by British soldiers stationed in Java, and related papers seized aboard prize vessels and deposited with the court according to rules of procedure in prize matters. The case files include records relating to the sloop of war Alert, the first British vessel during the war to strike its flag to an American victor; the British war frigate Macedonian, subdued and seized by the United States frigate United States commanded by Stephen Decatur; and the British warships Confiance, Chub, Finch, and Linnett, defeated and taken on Lake Champlain by an American naval force under Thomas Macdonough. The case files are arranged alphabetically by name of prize vessel.

PRIVATEERS' PAPERS. 1812. 6 in.

103

Consist mainly of letters of attorney executed by officers and crews of several privateers commissioned during the War of 1812, empowering specific persons to receive prize monies payable to them, and "prize tickets" or

certificates indicating the number of shares of prize money to which the holder was entitled. Included are articles of agreement between captain and crew, letters of attorney appointing prize agents to transact all pertinent business on behalf of the privateer, and schedules of prize monies paid out. The privateers concerned are the Benjamin Franklin, the Bunker Hill, the Chasseur, the Favorite, the General Armstrong, the Hornet, the Saratoga, and the Teazer. The papers are arranged alphabetically by name of privateer vessel.

PAPERS RELATING TO THE UNITED STATES FRIGATE ESSEX. 1812-16. 2 in.

Letters of attorney executed by officers and crew of the Essex granting specified persons authority to receive prize monies accruing to them; certificates indicating that the holder was entitled to shares in captures made by the Essex; and correspondence addressed to David Porter, commanding officer of the Essex, mostly from former crew members or their agents, generally requesting the payment of prize monies Porter had in his keep. The records are unarranged. 104

PETITIONS FOR REMISSION AND RELATED PAPERS. 1813-17. 16 ft.

Petitions for the remission of forfeitures of merchandise libeled by the United States for alleged breaches of an act of March 2, 1811 (2 Stat. 651), regulating commercial intercourse between the United States and Great Britain, and related papers. Included are documents pertaining to the purchase and shipment of the merchandise in question, such as bills of lading, invoices, and commercial correspondence; and certifications and orders of the court asserting that it had been proved that the goods in question were purchased before it was known that a state of war existed, that the merchandise was shipped between the 23d of June and the 15th of September, 1813, and that the merchandise was owned by American citizens. These were the conditions necessary to obtain the relief provided by an act of January 2, 1813 (2 Stat. 789), directing the remission of fines and forfeitures incurred in certain cases upon the importation of British goods. A quantity of the goods petitioned for was seized aboard prize vessels. The records are arranged alphabetically by name of petitioner. 105

Prize and Related Records, Civil War

The New York prize court was reconstituted in May 1861 to adjudicate cases resulting from the advent of the Civil War, particularly captures of enemy property made by United States vessels engaged in the blockade of the ports of the Confederacy. The first case in the court was libeled on May 24, 1861. The day before, E. H. Owen and Henry H. Elliott had been appointed prize commissioners by the court to examine witnesses and to discharge other duties pertinent to ships and cargo brought into the district as prizes. The court had the benefit of the direction of District Judge Samuel Rossiter Betts, a man of considerable experience in admiralty law. The prize rules formulated by Judge Betts and adopted in 1838 were with only slight revisions employed by the New York prize court during the Civil War. During the first two years of the war, the New York court was the most active of

the Union prize tribunals. In 1863 the question of alleged irregularities and excessive fees in the court resulted in a sharp decline in the number of cases handled, even though an investigation absolved the court of any infractions of the law. A detailed discussion of the background and procedure of the New York prize court and a careful analysis of the character and contents of its records are contained in Madeline Robinton's An Introduction to the Papers of the New York Prize Court, 1861-1865 (New York, 1945). This work was undertaken in connection with the reproduction on microfilm of the prize papers by the Library of Columbia University. The decisions of the New York prize court were published in 1866 in Reports of Cases in Prize, Argued and Determined in the Circuit and District Courts of the United States for the Southern District of New York, 1861-65, compiled by Samuel Blatchford, successor to Judge Betts.

CASE FILES. 1861-65. 18 ft.

106

Consist of documents gradually accumulated as the prize cases progressed through the court, and the papers seized aboard prize vessels and deposited with the court in accordance with prescribed rules of prize procedure. The former include libels initiating court action, seeking the condemnation of the captured property as a lawful prize; monitions; depositions of witnesses on the standing interrogatories; claims submitted for the release of libeled goods; evidence produced by the claimants, such as commercial letters, insurance policies, and affidavits; orders of the court; decrees of condemnation; reports of the prize commissioners on the value of the prize property; and reports of the United States marshal on the sale of prize property. Among the ships' papers are enrollments and licenses; shipping articles and crew lists; port clearance papers; cargo manifests and bills of lading; charter parties; receipted bills for provisions, repairs, and other services; commercial correspondence between captains and shipowners; and private letters running the blockade. The records are arranged numerically by related case number (entry 83). For related dockets, see entry 86. For related logbooks, see entry 107.

LOGS OF PRIZE VESSELS. 1857-64. 51 vols. 3 ft.

107

Ships' journals kept by vessels seized as prizes and confiscated by captors along with other papers found on board. Each log generally contains a daily account of the ship's course, distance traversed, direction and force of prevailing winds, condition of the sea and the weather, and the like. Some of the logs record events of previous voyages as well as the one on which the vessel was engaged at the time of her capture, and some contain entries made by the prize master on his voyage to New York with the captive vessel. The logs are arranged numerically by related case number: 16-327 (Hiawatha); 16-331 (Crenshaw); 16-332 (North Carolina); 16-344 (General Greene); 16-346 (Hallie Jackson); 16-352 (Forest King); 16-356 (Sally Magee); 16-489 (Louisa Agnes); 16-490 (Aigburth); 17-18 (Ezilda); 17-20 (Delta); 17-30 (Albion); 17-51 (Cheshire); 17-70 (Empress); 17-81 (Stephen Hart); 17-86 (Major Barbour); 17-123 (Wave); 17-124 (J. W. Wilder); 17-126 (Labuan); 17-146 (Ella Warley); 17-148 (Alliance); 17-158 (Flash); 17-160 (Maria); 17-177 (Patras); 17-180 (Stettin); 17-185 (Nassau); 17-226 (Ann); 17-238 (Tubal Cain); 17-341 (Sunbeam);

17-346 (Robert Bruce); 17-382 (Water Witch); 17-385 (Ouachita); 17-466 (Minna); 17-475 (Douro); 17-494 (Peterhoff); 17-511 (Sue); 17-534 (D. Sargeant); 17-538 (Antona); 18-26 (Hattie); 18-421 (A. D. Vance); 18-482 (Lady Sterling); 18-506 (Sybil); and 18-559 (Blenheim).

PRIZE COMMISSIONERS' REGISTER. 1861-65. 2 vols. 3 in. 108

A record of the proceedings of the prize commissioners in the discharge of their duties in relation to ships and other property brought into the southern district of New York as prize. Entries show for each case the name of the prize, the name of the captor and sometimes the date and place of the capture, the date of the libel, and a chronological listing of the proceedings, beginning with the receipt of the prize ship's papers from the prize master and usually continuing with the boarding of the prize vessel and the sealing of the hatches, the taking of depositions of witnesses on the standing interrogatories, the depositing of evidence with the clerk of the district court, the appraising of the value of the vessel and its cargo, the supervising of the sale of the prize, and related activities. Each volume contains an alphabetical index by name of prize. Entries are chronological by initial action in each case.

PRIZE COMMISSIONERS' CARGO BOOK. 1861-65. 1 vol. 1 in. 109

Entries list the cargo found on board each prize vessel, the place where it was stored, the date of delivery of the storage receipt to the United States marshal, the date the cargo was sold, and the gross amount realized from the sale. The volume contains an alphabetical index by name of prize. Entries are arranged by prize vessel.

PRIZE COMMISSIONERS' "CASH BOOK A." May 1861-Feb. 1863. 1 vol. 1 in. 110

A record of the costs and disbursements incurred by the prize commissioners in their examining, storing, advertising, appraising, and selling of prizes, and in related matters. Entries are chronological.

PRIZE COMMISSIONERS' LEDGER. Jan. 1865-Dec. 1867. 1 vol. 1 in. 111

A record of receipts and disbursements in four prize cases. Entries are by name of prize vessel.

PRIZE COMMISSIONERS' RECORD. 1863-64. 1 vol. 1/4 in. 112

Entries show the disposition made of certain prize vessels and their cargoes, the proceeds derived from their sale, and the amounts of the prize commissioners' costs and disbursements and the date paid. Entries are arranged alphabetically by name of prize vessel.

PRIZE COMMISSIONERS' CORRESPONDENCE. May 25, 1861-Jan. 26, 1865. 9 in. 113

Letters received by the prize commissioners for the southern district of New York relating to various aspects of prize matters. They include correspondence from (1) prize commissioners in other judicial districts, pertaining to their administrative problems, procedures to pursue in handling prize cases, and legislation to be sought from Congress with regard

to prize property; (2) the Secretary of the Navy, relating to the appraisal of prize vessels, the practice of selling prize property at auction without giving sufficient information to the public, and the establishment of prize regulations by the Navy Department in conflict with orders of the district court; (3) naval officers, advising of the capture of certain prizes; (4) ordnance and supply officers of the Union Army, relating to the examination, appraisal, and purchase of arms, ammunition, and medical supplies seized as prizes; (5) brokers, relating to the disposition of deteriorating goods; and (6) individuals desiring appointment as appraisers of prize cargoes. The letters are arranged chronologically.

PRIZE COMMISSIONERS' MISCELLANEOUS RECORDS. 1861-64. 3 in. 114

Certified copies of the appointments of Edward H. Owen and Henry H. Elliott as prize commissioners, statements of accounts, several lists of prizes including an itemization of prize merchandise in storage as of April 29, 1862, a manuscript of a brief submitted to Judge Betts by Mr. Owen in support of a proposed schedule of prize commissioners' fees, a memorandum of an agreement with Ward and Gore relative to prize property stored at their warehouse, a list of prisoners taken from prize vessels and brought into New York in March 1862, copies of statutes relating to prizes, marked catalogs of various prize cargoes sold at auction, a notebook containing entries on the appraisal of certain prizes, copies of rules and standing interrogatories in prize matters formulated by the New York court, one checkbook, records of Mr. Elliott pertaining to his activity as quartermaster of the Ninth Regiment of New York Volunteers, and other papers. The records are unarranged.

BANKRUPTCY RECORDS

Under the constitutional provision that Congress shall have the power to establish "uniform Laws on the subject of Bankruptcies throughout the United States" (art. I, sec. 8), four national bankruptcy laws have been enacted. Each of the laws was approved shortly after a period of business depression. The act of 1800 followed the business disturbances of 1797; the act of 1841, the Panic of 1837; the act of 1867, the depressed economic conditions of the post Civil War period; and the act of 1898, the Panic of 1893 and the subsequent years of depression. Until 1898, national bankruptcy legislation was an emergency device, and each of the first three bankruptcy laws was repealed when business conditions generally improved. The first bankruptcy act was repealed in 1803, the second in 1843, and the third remained current for only 11 years. Only since 1898 has bankruptcy legislation had permanency. The act of 1898 is still in force although it has been amended from time to time. Original jurisdiction under each of the acts was assigned by Congress to the United States district courts, except that under the act of 1800 jury trials of bankruptcy claims could be had in the United States circuit courts until April 29, 1802, when this function was transferred to the district courts. Appellate jurisdiction in bankruptcy controversies under the first three acts was vested in the circuit courts. When the act of 1898 was approved, all appellate jurisdiction had been fixed in circuit courts of appeals. Detailed statements about the back-

ground, provisions, and operation of each of the bankruptcy acts can be found in a finding aid for the bankruptcy records of the United States District Court for the Southern District of New York, 1800-1912, prepared in typescript by the National Archives.

The records described below were created in proceedings initiated in the United States District Court for the Southern District of New York and its predecessor, the United States District Court for the District of New York, between the years 1800 and 1912, under each of the national bankruptcy acts. They consist of case files, dockets, indexes, minute books, and related materials. All records pertaining to each of the acts are grouped together. The case files created under the act of 1898 have been processed in accordance with a schedule for the disposal of Federal bankruptcy records which appear to have insufficient value to warrant their continued preservation.

Bankruptcy Records, Act of 1800

The first national bankruptcy act, approved on April 4, 1800 (2 Stat. 19), provided for an effective period beginning June 2, 1800, and continuing for 5 years. It applied only to merchants or other persons "residing within the United States, actually using the trade of merchandise, by buying and selling in gross, or by retail, or dealing in exchange, or as a banker, broker, factor, underwriter, or marine insurer." The act provided for compulsory or involuntary bankruptcy, but not for voluntary bankruptcy. It recognized only two acts of bankruptcy: fraudulent conveyance or concealment of a person or his property, and attachments not dissolved within two months. Discharge of the bankrupt from his debts required the consent of creditors having claims of more than \$50 each, who together held at least two-thirds of the claims in number and amount. The bankruptcy act was administered under the direction of the district courts by commissioners, who were at first appointed by the district judge but later by the President (2 Stat. 164), and assignees, who were elected by the creditors at their first meeting. Because of its limited applicability and for other reasons, the act was repealed on December 19, 1803 (2 Stat. 248), months before its expiration date; although the repealing act provided for the execution of any commission of bankruptcy issued before its passage.

CASE FILES. 1801-03. 9 ft.

Creditors' petitions for commissions of bankruptcy to issue against debtors; proofs of publication of bankruptcy notices; warrants to seize property of bankrupts; proofs of debt; orders appointing commissioners to inquire into bankruptcy matters; commissioners' oaths of office; notices to debtors to submit themselves for examination; memoranda relating to examination of debtors; exhibits presented by debtors at examinations, containing statements of debts due and owed by them, general accounts of business profits and losses, and inventories of their monies and property; declarations of the commissioners adjudging debtors bankrupt; assignments of estates and effects of bankrupts; transcripts of proceedings of commissioners' meetings; memoranda appointing arbitrators to settle disputes

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arising between assignees and persons having claims against bankrupts; certificates of conformity of discharge; and related papers filed in bankruptcy proceedings. The case files are arranged alphabetically by name of bankrupt.

CERTIFICATES OF DISCHARGE. Oct. 28, 1800-Mar. 29, 1809. 1 vol.

2 in.

116

Fair copies of the certifications made by commissioners to the judge of the district court that bankrupts had complied with all the requisites of the bankruptcy act, signed by an appropriate number of creditors testifying their consent to the allowance of a certificate of discharge, and allowed and confirmed by the district judge. The certificates were recorded at the request of the bankrupts. Entries are chronological by date of recording.

Bankruptcy Records, Act of 1841

The second national bankruptcy act was passed on August 19, 1841 (5 Stat. 440), and was to take effect on February 1, 1842. The shortest lived of the Federal bankruptcy laws, it was repealed on March 3, 1843 (5 Stat. 614). The law allowed voluntary bankruptcy to all debtors, but limited involuntary bankruptcy to merchants, bankers, factors, brokers, and traders. It eliminated the requirement of the consent of the creditors for a discharge, but creditors holding a majority in number and amount of claims could block a discharge by written dissent. The bankrupt, however, could obtain his discharge through a jury trial if the jury found that he had surrendered all his property and had fully complied with the orders of the court. The act was administered by commissioners and assignees, all of whom were appointed by the district judge.

CASE FILES. 1842-43. 132 ft.

117

Creditors' and debtors' petitions for decrees of bankruptcy; schedules listing creditors, their respective residences and occupations, and the amount due to each; schedules containing inventories of bankrupts' property, rights, and credits and the location and situation of each; powers of attorney; proofs of publication of bankruptcy notices; proofs of debt submitted by creditors; petitions for and certificates of discharge; memoranda of objections of creditors to a discharge; affidavits of withdrawal of creditors' objections to a discharge; reports of commissioners on proofs taken; reports of assignees declaring dividends out of bankrupts' estates; orders of reference to ascertain the propriety of declaring dividends; orders confirming assignees' reports; clerk's reports of regularity of proceedings; auditors' reports on closing estates; and related records filed in bankruptcy proceedings. A few of the case files include petitions, demurrers, orders of the court, reports of commissioners, decrees, and other documents created in equity proceedings arising out of suits brought by assignees in bankruptcy for the recovery of property fraudulently conveyed to the defendants by the bankrupts. The case files, which are arranged alphabetically by name of bankrupt, are also in numerical order by case number, 1-2513. For related decrees of bankruptcy, see entry 122; and for certificates of discharge, entry 123. For related dockets, see entries 118 and 120.

DOCKETS. Feb. 2, 1842-Apr. 19, 1843. 11 vols. 3 ft. 118

A record of papers filed and proceedings held in the litigation of each bankruptcy case. Entries for each case show the name of the bankrupt, the case number, and a chronological listing of the filings and proceedings. The first four volumes contain an alphabetical index by name of bankrupt. Case entries are alphabetical by initial letter of surname of bankrupt within each volume, and thereunder chronological by date of filing of petition. For a docket in cases appealed and referred to the circuit court, see entry 23.

INDEXES TO DOCKETS. 1842-43. 2 vols. 3 in. 119

Entries in each volume show names of bankrupts and the related volume and page numbers of the dockets (entry 118) on which each case is recorded. They do not indicate the related case numbers. Entries in each volume are alphabetical by initial letter of surname of bankrupt, thereunder numerically by docket book number. Thereunder, in one volume, the entries are numerical by page number; in the other volume, alphabetical by name of bankrupt.

DOCKET OF SUITS BY ASSIGNEES. 1842-46. 1 vol. 1 in. 120

A record of papers filed and proceedings held in actions brought by assignees in bankruptcy for the recovery, as assets of the bankrupts, of property fraudulently conveyed or assigned to the defendants by the bankrupts. The volume contains an alphabetical index by name of defendant. Case entries are unarranged. For related papers, see entry 117.

DOCKET OF GENERAL ORDERS. 1842-1902. 2 in. 121

Record copies of orders of the court appointing commissioners and assignees in bankruptcy and implementing the standing rules in bankruptcy to provide for such matters as the accurate and uniform marshaling of assets and distributing of bankrupts' estates, and the disposing of bankrupts' books and papers remaining in the assignees' hands. All of the orders were issued in matters arising under terms of the Bankruptcy Act of 1841. The orders are entered chronologically.

DECREES OF BANKRUPTCY. Mar. 4, 1842-Apr. 24, 1845. 12 vols. 2 ft. 122

Orders of the court declaring that the petitions and proofs having been considered and found in conformity with the requirements of the bankruptcy act, the petitioners are decreed bankrupt. Each volume contains an alphabetical index by name of bankrupt. The last five volumes contain record copies of the decrees appearing in the first seven volumes, except that each of the copies also contains a certification of the clerk of court that the decrees were made and duly entered in the docket of bankruptcy proceedings. The decrees in each volume are arranged chronologically. For related case files, see entry 117.

CERTIFICATES OF DISCHARGE. June 16, 1842-June 7, 1855. 3 vols. 1 ft. 123

Orders of the court declaring that since the bankrupts had apparently

compiled with all the orders and requisites of the bankruptcy act, and that no dissents to a discharge had been filed by a majority of creditors in any case, the bankrupts were discharged in full from all their debts. Each volume contains an alphabetical index by name of bankrupt. The certificates are arranged chronologically. For related case files, see entry 117.

REQUISITION BOOK. May 25, 1842-Sept. 12, 1870. 1 vol. 1 in. 124

Requisitions of assignees for orders of the court directing the clerk to withdraw certain monies deposited in the bank to the credit of the court in the matter of individual bankrupts and stating reasons for such withdrawals; orders of the court for such withdrawals; and receipts of the assignees for such monies. Each requisition and its related order and receipt all appear on one form. The forms are arranged chronologically by date of filing of requisition.

CLERK'S RECORD OF ACCOUNTS. 1842-60. 1 vol. 2 in. 125

A record of cash received by the clerk of court from assignees in bankruptcy, and of disbursements made by the clerk in conformance with court orders issued at the request of the assignees. Entries show dates and amounts of credits and debits, related requisition numbers, names of bankrupts, and case numbers. The volume contains an alphabetical index by names of bankrupts. Entries for each bankrupt's account are arranged chronologically by date of initial credit entry.

RECORD OF ASSETS AND SALES. 1842-47. 6 vols. 2 ft. 126

A record of bankrupts' assets and sales thereof by assignees. Entries show the bankrupts' names, dates of discharges, nature and value of assets, dates and amounts of sales, dates of the filing of assignees' reports on the sales, and fees and expenses incurred. There is no apparent arrangement to the entries.

RECORD OF SALES ("SALES BOOK"). Oct. 6, 1842-June 13, 1844. 1 vol. 2 in. 127

A record of the sales at auction of bankrupts' estates and effects by William McCarty for William C. A. Waddell, general assignee in bankruptcy. Entries give dates of sales, names of bankrupts, nature of assets sold, names of successful bidders and amounts bid, and lists of purchases not claimed by bidders. Entries are chronological by date of auction.

ASSIGNEES' RECORDS OF EXPENDITURES. Dec. 7, 1843-Oct. 10, 1845. 2 vols. 3 in. 128

A record of assignees' receipts and disbursements in administering and settling the estates of bankrupts. Entries give names of bankrupts and related case numbers, dates of orders of reference on closing estates and on dividends, dates of decrees of bankruptcy, dates for closing proofs, amounts received by assignees, amounts of assignees' charges, and related information. Both volumes contain an alphabetical index by name of bankrupt. Entries are arranged chronologically by date of orders of reference.

AUDITOR'S RECORD BOOK. Sept. 28, 1843-Oct. 7, 1847. 2 vols. 2 in.

A chronological record of the auditor's activities in examining assignees in bankruptcy, accounts, proofs, and other papers; in submitting reports; and in performing related tasks upon the receipt of orders of reference from the court to ascertain the propriety of declaring dividends and to examine, audit, and tax accounts and charges of assignees with a view to closing up bankrupts' estates. The second volume contains an alphabetical index by name of bankrupt. Entries are chronological by date of orders of reference. 129

Bankruptcy Records, Act of 1867

On March 2, 1867, Congress approved the Nation's third bankruptcy act (14 Stat. 517). The principal feature of the law was its extension of involuntary bankruptcy to all classes of debtors. No discharge was to be granted without the consent of a majority of the creditors if the bankrupt's assets did not pay 50 percent of the debts, but this provision was not to apply in any bankruptcy proceedings begun within one year after the approval of the act. To assist the judges in the administration of the law, the act provided for the appointment by the court of registers in bankruptcy. The registers were authorized to make adjudications of bankruptcy, to hold and preside at meetings of creditors, to take proofs of debts, to make computations of dividends, and otherwise to dispatch the administrative business of the court in bankruptcy matters, when there was no opposing interest. In cases where opposition to an adjudication or a discharge arose, the controversy was to be submitted to the court. The act was an unpopular measure and despite several amendments to correct its objectional features it was repealed on June 7, 1878 (20 Stat. 99).

CASE FILES. 1867-78. 695 ft.

Creditors' and debtors' petitions for adjudications of bankruptcy; schedules of petitioners' debts, showing name, place of residence, and sum due each creditor, and the nature and cause of indebtedness; schedules containing inventories of all real and personal estates and effects of bankrupts, including interest in lands, personal property, property in reversion, in remainder, or in expectancy, property claimed as excepted from provisions of the bankruptcy act or by virtue of State laws, and books, papers, and deeds relating to bankrupts' businesses or estates or effects; proofs of publication of bankruptcy notices; warrants for seizure of bankrupts' property; memoranda of the appointment of assignees made at first meetings of creditors; notifications of assignees' appointments; orders assigning bankrupts' assets to assignees; reports of assignees designating proven creditors; letters of attorney designating representatives of creditors; proofs of debt; petitions and orders for reexamination of proofs of debt; transcripts of testimony of bankrupts and witnesses; orders of adjudication of bankruptcy; orders of reference on petitions for discharge; debtors' denials of bankruptcy; orders of reference on denials of bankruptcy; commissioners' reports of evidence and testimony; and related papers filed in bankruptcy proceedings. Arranged numerically by case number, 2-7535. For related 130

dockets, see entries 131 and 134; and for some case files in equity proceedings brought by assignees in bankruptcy for recovery of certain property, 1867-69, and subsequent to 1869, see entries 83 and 187, respectively.

DOCKETS. June 1, 1867-Nov. 28, 1873. 11 vols. 2 ft. 131

A record of papers filed and proceedings held in the litigation of each bankruptcy case. Entries for each case show the name of the bankrupt, and in involuntary actions the name or names of the petitioning creditors, the case number, and a chronological listing of the filings and proceedings. Each volume contains an alphabetical index by name of bankrupt. Case entries are grouped by initial letter of bankrupt's name: A-G in the first three volumes, H-O in the next four volumes, and P-Z in the last four dockets. Thereunder in each volume the entries are chronological by date of filing of petitions.

INDEXES TO BANKRUPTCY CASES. 1867-78. 5 vols. 1 ft. 132

Four indexes relating to bankruptcy cases. Entries in two indexes show the names of bankrupts, their residences or places of business, related case numbers, names of registers, whether bankruptcies were voluntary or involuntary, dates of filing of petitions, dates of discharge of bankrupts, and occasional remarks as to disposition (such as, dismissed, discontinued, or discharge denied). In one of these indexes, in two volumes, the entries are alphabetical by name of bankrupt; in the other, they are alphabetical by initial letter of bankrupt's name. Entries in a third index show names of bankrupts, related case numbers, dates of filing petitions, and dates of bankrupts' discharges. These entries are alphabetical by the first two letters of the bankrupt's surname. Entries in the last index show merely the names of the bankrupts and the related case numbers. Entries in this volume are also alphabetical by the first two letters of the bankrupt's surname.

"LIST OF PETITIONERS IN BANKRUPTCY." 1868-73. 1 vol. 2 in. 133

Entries show case numbers, names of bankrupts, their residences or places of business, names of their attorneys, dates of filing of petitions, names of presiding registers, and dates and time of each hearing. Entries are numerical by case number, 1395-4042.

REGISTERS' DOCKETS. June 24, 1867-Mar. 21, 1876; Apr. 24, 1871-Jan. 21, 1875; May 23, 1874-Sept. 30, 1878. 8 vols. 1 ft. 134

Records of proceedings in cases held before James Wilder Allen (6 vols.), James F. Dwight (1 vol.), and John Fitch (1 vol.), registers in bankruptcy. Entries in each case show the bankrupt's name, the related case number, and a chronological account of the transactions. Each volume, except that of John Fitch, contains an alphabetical index by name of bankrupt. The dockets are arranged alphabetically by name of register.

MINUTES. May 13, 1867-Feb. 20, 1869; Feb. 18, 1871-Mar. 18, 1872; Oct. 1, 1878-Nov. 3, 1905; Feb. 19, 1906-Feb. 23, 1912. 12 vols. 2 ft. 135

A record of proceedings of the district court in bankruptcy cases, showing dates of sessions, names of presiding judges, case titles, orders

of the court arising out of the litigation of cases, and memoranda of proceedings held before registers in bankruptcy. The minutes also record orders as to bonds and oaths of registers, and rules in bankruptcy and related amendments. Entries for February 18, 1871, to March 18, 1872, are in rough form. Entries are chronological by date of session.

REGISTERS' MINUTE BOOKS. Oct. 1, 1878-Apr. 7, 1879. 2 vols. 4 in.

A record of proceedings held before registers in bankruptcy, showing dates and places of sessions, names of presiding registers, case titles, and summary statements of proceedings. Entries are chronological by date of session. 136

ORDERS OF REFERENCE. 1867-78. 5 vols. 1 ft.

Record copies of orders of the court referring voluntary petitions for adjudications of bankruptcy to registers of the court to make adjudications thereon and to act upon other matters arising in the cases. Each volume contains an alphabetical index by name of bankrupt. The orders are arranged numerically by case number, 1-7535. For related case files, see entry 130. 137

ADJUDICATIONS OF BANKRUPTCY. July 1, 1867-Dec. 2, 1881. 5 vols. 1 ft.

Record copies of orders of the court in involuntary cases of bankruptcy, declaring debtors named in creditors' petitions for adjudications of bankruptcy as bankrupts, and referring each case to a register in bankruptcy for such additional proceedings as were required by the bankruptcy act. Each volume contains an alphabetical index by name of bankrupt. The orders are entered chronologically by date of filing. For related case files, see entry 130. 138

ASSIGNMENTS OF BANKRUPTS' EFFECTS. Aug. 6, 1867-Aug. 17, 1917. 15 vols. 3 ft.

Certified copies of orders of registers in bankruptcy conveying and assigning to duly appointed assignees all the estates, real and personal, of bankrupts, with all deeds, books, and papers relating thereto, excepting such property as was exempted by provisions of the bankruptcy act. Each volume contains an alphabetical index by name of bankrupt. The assignments are arranged chronologically by date of filing. For related case files, see entry 130. 139

"PETITIONS FOR DISCHARGE." Sept. 27, 1867-Aug. 30, 1884. 10 vols. 1 ft.

A record of petitions filed for the discharge of bankrupts. Entries show dates of filing of petitions, names of bankrupts, names of presiding registers, dates of entering of orders to show cause why bankrupts should not be discharged, names of creditors and their residences or places of business, and dates of mailing of notices to creditors. Each volume contains an alphabetical index by name of bankrupt. Case entries are chronological by date of filing petitions for discharge. 140

- ORDERS ON PETITIONS FOR DISCHARGE. Sept. 27, 1867-Mar. 26, 1898. 4 vols. 1 ft. 141
 Record copies of orders of the court referring petitions of bankrupts for a discharge from their debts to registers in bankruptcy to make orders to show cause thereon and to sit in chambers on the return of such orders, to pass on the last examinations of the bankrupts if there was no opposition, and to certify to the court whether bankrupts had conformed to all requirements of the bankruptcy act. Each volume contains an alphabetical index by name of bankrupt. The orders are entered chronologically by date of issuance. For related case files, see entry 130.
- CERTIFICATES OF DISCHARGE. Oct. 24, 1867-Apr. 27, 1898. 12 vols. 3 ft. 142
 Certified copies of orders of the court discharging bankrupts from all debts and claims against them. Each volume has an alphabetical index by name of bankrupt. The orders are chronological by date of filing. For related case files, see entry 130.
- RESOLUTIONS ON COMPOSITIONS. Oct. 27, 1874-June 12, 1886. 3 vols. 1 ft. 143
 Copies of creditors' resolutions accepting compositions, proposed by bankrupts, in satisfaction of debts due them. Each volume contains an alphabetical index by name of bankrupt. The resolutions are entered chronologically. For related case files, see entry 130.
- TRUSTEES' DEEDS. Apr. 14, 1874-Dec. 1, 1879. 1 vol. 2 in. 144
 Copies of indentures by which bankrupts, with the consent of three-fourths in value of their creditors, conveyed their estates and effects to trustees to be applied and administered for the benefit of their creditors. The volume contains an alphabetical index by name of bankrupt. The deeds are entered chronologically. For related case files, see entry 130.
- MEMORANDA OF ORDERS. June 1, 1868-Dec. 31, 1878. 4 vols. 4 in. 145
 A record of orders issued by the court in bankruptcy cases, showing the date and nature of the order and the name of the related bankrupt. Entries are chronological by date of order.
- REGISTER'S MEMORANDA. 1874-80. 1 vol. 2 in. 146
 Copies of memoranda issued by Henry W. Allen, register in bankruptcy, in proceedings referred to him by the court. The memoranda are entered by related bankruptcy case.
- LEDGER. 1867-79. 6 vols. 1 ft. 147
 A record of the \$50 deposits made by petitioners in bankruptcy as security for the payment of registers' fees. Each volume contains an alphabetical index by name of petitioner. Entries are numerical by related case number, 1-7534.
- RECORDS OF MARSHAL'S FEES. Jan. 2-Dec. 31, 1875. 1 vol. 2 in. 148
 A record of fees paid by assignees in bankruptcy to the United States

Marshal for the Southern District of New York for service of process, custody of property, travel, and other expenses. Entries are chronological.

Bankruptcy Records, Act of 1898

The current national bankruptcy act was approved by Congress on July 1, 1898 (30 Stat. 544). It provided that any one owing debts, except a corporation, was entitled to the benefits of the law as a voluntary bankrupt; and anyone except wage earners or farmers or certain types of corporations, owing debts of \$1,000 or more could be adjudged an involuntary bankrupt. A certificate of discharge was denied only when the applicant had committed an offense punishable by imprisonment as provided by the law or, with fraudulent intent to conceal his true financial condition and in contemplation of bankruptcy, had concealed or destroyed or failed to keep records of accounts. The act created the offices of referee and trustee. Referees were to be appointed by the court and vested with jurisdiction to make adjudications of bankruptcy or to dismiss the petitions, and to perform such other duties, except as to opposition arising out of applications for composition or discharge, as were conferred by the act on courts of bankruptcy. Trustees were to be appointed by creditors at their first meeting. The act was amended from time to time and substantially revised by the so-called Chandler Act of June 22, 1938 (52 Stat. 840).

CASE FILES. 1898-1912. 580 ft.

Creditors' and debtors' petitions for adjudications of bankruptcy; ¹⁴⁹ schedules of petitioners' debts, showing names of creditors, when and where debts were contracted, places of residence of creditors, amounts due, nature of debts, and claims which had priority; schedules containing statements of all property of bankrupts, including real estate, personal property, choses in action, property in reversion, in remainder, or in expectancy, property exempted from operation of acts of Congress relating to bankruptcy, and books, papers, deeds, and writings relating to bankrupts' businesses and estates; adjudications of bankruptcy and orders of reference; minutes and transcripts of proceedings of first meetings of creditors; reports of trustees, receivers, and appraisers in bankruptcy relating to the administration, liquidation, and distribution of bankrupts' assets; dividend sheets; offers of composition; orders confirming compositions and directing distributions; specifications of objections to bankrupts' applications for discharge; transcripts of testimony at hearings on objections to discharge; reports of special masters on receivers' accountings; and related papers filed in bankruptcy proceedings. Arranged numerically by case number, 1-15997. For related dockets, see entry 151; and for some case files in equity proceedings brought by assignees in bankruptcy for recovery of certain property, see entry 187.

BONDS. 1899-1912. 65 ft.

Bonds of trustees and receivers in bankruptcy, cost bonds of petitioning ¹⁵⁰ creditors, and a few related orders approving bonds. Arranged by related case number, 3-15998.

DOCKETS. Aug. 16, 1898-Jan. 30, 1912. 33 vols. 8 ft. 151

A record of papers filed and proceedings held in the litigation of each bankruptcy case. Entries for each case show the case title and number, the name and address of the petitioner's attorney, and a chronological listing of the filings and proceedings. Cases recorded in volumes 20 to 33 contain additional entries which show the name of the referee and trustee appointed in each action, and the cash received and disbursed. Each volume contains an alphabetical index by name of bankrupt. Case entries are numerical by case number, 1-16150, in volumes numbered 1 to 33.

INDEX TO BANKRUPTCY CASES. 1898-1910. 3 vols. 6 in. 152

Entries show names of bankrupts and related case numbers, dates of filing of petitions, dates of discharge, and names of referees. Entries are alphabetical by the first two letters of the bankrupt's surname.

REFEREES' DOCKETS. Sept. 14, 1898-May 20, 1899; July 1, 1901-July 1, 1902; Jan. 1, 1904-Dec. 31, 1916; June 5, 1905-Apr. 27, 1911. 33 vols. 6 ft. 153

Records of proceedings in cases held before Macgrane Coxe (26 vols.), John W. Houston (1 vol.), and John J. Townsend (6 vols.), referees in bankruptcy. Entries in each case show the bankrupt's name, the related case number, and a chronological account of the transactions. Dockets maintained by Mr. Coxe and Mr. Houston each contain an alphabetical index by name of bankrupt. The volumes are arranged alphabetically by name of referee.

"BANKRUPTCY TICKLER." Aug. 2, 1898-Jan. 31, 1908. 1 vol. 3 in. 154

A list of bankrupts, showing also related case numbers and dates petitions were filed, and indicating involuntary bankrupts and "poor persons" and "paupers." Entries are numerical by case number, 1-10604.

LEDGER. 1902-3. 1 vol. 2 in. 155

A record of the deposit of \$15 made by each petitioner in bankruptcy as security for the payment of referees' and trustees' fees. Entries are numerical by related case number, 4753-6336 in a volume numbered "4."

RECEIPTS. Feb. 24, 1899-May 23, 1904. 4 vols. 2 ft. 156

Documents acknowledging the receipt of money from the clerk of the district court by referees and trustees in bankruptcy, attorneys for bankrupts, and others. The receipts are arranged chronologically.

LAW RECORDS

As courts of common-law jurisdiction the district courts of the United States possessed from the time of their organization exclusive original jurisdiction over all seizures on land or on waters not navi-

gable by boats of 10 or more tons, made under Federal laws; exclusive original jurisdiction, with a few exceptions, over suits for penalties and forfeitures incurred under Federal laws; concurrent jurisdiction, with State and circuit courts, over all cases where an alien sued for a tort in violation of the law of nations, or a treaty of the United States; concurrent jurisdiction, with State and circuit courts, over all suits at common law where the United States, or one of its officers, sued under the authority of an act of Congress; and exclusive original jurisdiction over suits against foreign consuls and vice consuls, with the exception of criminal prosecutions.¹⁵ From time to time this jurisdiction was expanded by the Congress to cover other types of cases, such as those arising under the postal laws of the United States (5 Stat. 739) and under civil-rights legislation (17 Stat. 13).

CASE FILES. 1795-1906. 30 ft.

Declarations and complaints setting forth the circumstances constituting the plaintiffs' causes of action; defendants' answers denying plaintiffs' allegations; pleas of defendants showing why cases should be dismissed or barred; praecipes to the clerk of court to issue process; writs of execution and summons; orders of the court; consents to discontinue suits; petitions for compensation as informers; and related records filed in the district court in common-law cases. The records relate to suits brought by the United States for the recovery of sums due it (1) under various forms of obligation or promise, such as warehouse bonds, bail bonds, postmasters' bonds, cigar-manufacturing bonds, and bonds executed to the United States for payment of duties on imported merchandise; (2) as fines, penalties, and forfeitures incurred for defrauding the customs revenue, violating shipping and navigation laws, retailing wines or spirituous liquors without a license, and transmitting mail by private express and for other breaches of the law; (3) for overpayment of Government salaries and pensions; and (4) as succession and legacy taxes. Case files in suits initiated before 1844 are arranged alphabetically by name of defendant; subsequent case files are arranged numerically by case number, 1-1 to 1-469, 2-1 to 2-497, 3-1 to 3-496, and 4-1 to 4-82. The case numbers correspond to the volume and page designation of the docket in which the case is recorded. For related judgment records, see entry 162. For papers relating to other law cases, see entries 175, 177, 178, 179, and 187.

DOCKETS. 1844-1906. 4 vols. 1 ft.

A record of papers filed and proceedings held in the trial of each law case. Entries for each case generally show the case title, the nature of the suit, the amount in controversy, and a chronological

¹⁵Alfred Conkling, A Treatise on the Organization, Jurisdiction, and Practice of the Courts of the United States, p. 260-263 (Albany, 1870).

listing of the filings and proceedings. Each docket contains an alphabetical index by name of defendant. Case entries are numerical by case number. For dockets in some other law suits, see entries 176 and 188.

MINUTES. Jan. 2, 1917-Oct. 14, 1918. 1 vol. 4 in. 159

A record of the proceedings of the district court, showing dates of sessions, names of presiding judges, case titles and related case numbers, names of jurors and witnesses sworn, lists of exhibits received in evidence, and the steps taken in the litigation of law cases. The volume contains an alphabetical index by names of plaintiffs and defendants. Entries are chronological by date of session.

RULE BOOKS. June 6, 1800-June 7, 1878. 4 vols. 6 in. 160

Copies of orders of the court rendered in law suits granting or overruling motions, directing either party to take some action, or entering judgments. Entries also show dates of the orders, related case titles, and, for later entries, names of litigants' attorneys. Entries are chronological.

NARRATIOS AND OYERS FILED DE BENE ESSE. 1790-1845. 28 ft. 161

Declarations made by the United States Attorney for the Southern District of New York complaining that the defendants refused to pay certain sums due the United States, generally upon bonds conditioned on the payment of duties on imports, and that therefore the United States intended to bring suit. Each declaration is accompanied by an oyer, or copy of the obligatory writing involved. The papers were filed in the court de bene esse, or provisionally. The records include a small number of reports of the clerk of court assessing the amounts due the United States upon the bonds in question. For related judgment rolls, see entry 162. The records are arranged alphabetically by surname of defendant.

JUDGMENT RECORDS. 1795-1911. 46 ft. 162

Records filed in proceedings chiefly in law cases but also in some equity cases in which verdicts for the recovery of debts, damages, and costs were rendered by the district court. The records in early cases consist merely of the judgment roll on which is transcribed the proceedings in the case and the signed judgment; in later cases the judgment record is usually made up of the pleadings, process, decree or judgment, affidavit of defendant's default, satisfaction of judgment, and related papers. Arranged chronologically by year of filing of judgment roll or record. For related case papers, see entries 157 and 187.

REGISTER OF JUDGMENTS. 1794-1813. 1 vol. 1 in. 163

A record of judgments rendered by the district court, 1795-1813, and the circuit court, 1794-1811. Entries show names of parties against

whom judgments were obtained; names of parties in whose favor judgments were rendered; how the judgments were obtained (by verdict, default, or other manner); amounts of debts, damages, and costs; dates of signings and filings of judgments; and dates judgments were satisfied. The volume also contains a separate record of recognizance rolls, showing obligations entered into by bail conditioned that the sureties would pay the amounts of the judgments recovered by the plaintiffs, filed in the district court and the circuit court between 1796 and 1808. Entries in the latter show substantially the same information as the judgment entries, and in addition the name of the person posting bail. The volume has an alphabetical index by name of party against whom judgment was obtained. The judgment entries are arranged by court, thereunder chronologically by term of court; the recognizance entries are chronological by date of filing.

INDEX TO JUDGMENTS. ca. 1794-1931. 6 vols. 1 ft.

164

Entries in each volume are alphabetical by name of party against whom judgment was obtained, and give the related volume and page number of the register in which the judgment was recorded. Although the entries apparently relate to register volumes numbered 1 through 7 and 10 through 13, only volume 1 (see entry 163) is in the National Archives.

PRAECIPES. 1839-68. 2 ft.

165

Orders of the United States Attorney for the Southern District of New York to the clerk of the district court to issue process. Each praecipe generally shows the name of the defendant in the case, the form of process to be issued, the reason for its issuance, the amount of the claim or judgment involved, the date process was to be issued, and the date it was returnable. The praecipies are arranged chronologically by year of filing.

"PRAECIPE DOCKET." Dec. 24, 1796-Dec. 22, 1808. 1 vol. 2 in.

166

A record of process issued out of the district court at the request of the United States Attorney for the District of New York in actions for the recovery of debts due the United States. Entries show names of debtors, amounts of debts, forms of process issued, dates tested and sealed, dates returnable, and names of requesting United States attorneys. Entries are chronological by date of issuance of process.

WRITS OF VENIRE. 1818-26; 1832-34. 6 in.

167

Writs directing the United States marshal to cause to come before the district court, at a specified time, a certain number of qualified citizens who were to act as jurors in proceedings initiated by the United States for the recovery of debts. Attached to each writ is a panel of jurors submitted by the marshal in execution of the writ. The records are arranged chronologically by year of filing of writ.

WRITS OF CAPIAS. 1792-1867. 10 ft. 168

Writs directing the United States marshal to take defendants into custody to ensure their appearance in the district court to answer complaints of the United States for amounts owed by the defendants as debts. Most of the writs bear endorsement of service. The writs are arranged chronologically by year of filing.

PROCESS REGISTER. May 25, 1839-Nov. 18, 1867. 3 vols. 4 in. 169

A record of the writs of capias, monitions, and other forms of process issued out of the district court. Entries give the defendant's name, form of process, reason for its issuance, amount of claim or judgment involved, amount of court costs, date of praecipe or judgment, date process was issued, date it was returnable, and date it was returned. Entries are chronological by date of issuance of process.

WRITS OF EXECUTION. 1797-1804; 1819; 1824-49. 3 ft. 170

Writs authorizing the obtaining of debts and damages recovered by the United States through judgments of the court, either by commanding the United States marshal to detain the debtor so that he might appear in court to satisfy the judgment against him (capias ad satisfaciendum), or directing the marshal to dispose of the goods and chattels of the judgment-debtor to the amount recovered by the judgment (fieri facias). The writs are arranged chronologically by year of filing.

MARSHAL'S RECEIPTS FOR WRITS OF EXECUTION. Nov. 23, 1835-Oct. 9, 1843. 6 in. 171

Acknowledgments of the receipt of writs issued out of the district court authorizing the enforcement of judgments of the court. Arranged chronologically by date of filing.

EXECUTION REGISTER. 1797-1870. 2 vols. 4 in. 172

A record of the writs of execution issued out of the district court, 1797-1870, and the circuit court, 1800-45, to obtain debts and damages recovered by judgments of the court. Entries show names of defendants and plaintiffs, forms of execution issued, amounts involved, terms of court when the writs were returnable, and the method of the returns. Entries in each volume are divided by court, thereunder arranged chronologically by term of court in which the writs were returnable.

BAIL PIECES. 1795-1855. 7 ft. 173

Certificates indicating that certain defendants in suits brought by the United States for the recovery of debts were delivered to bail. Arranged chronologically by year of filing of bail piece.

BAIL REGISTER. 1797-1867. 3 vols. 6 in. 174

A record of bail undertaken in the district court, 1797-1867, and in the circuit court, 1797-1812. Entries show names of defendants

and plaintiffs and sureties, the terms of court during which bail was undertaken, the amounts involved, the dates of acknowledging and of filing bail, and the names of the persons before whom bail was taken. Entries are chronological by term of court. For a similar record of bailments in the circuit court after 1812, see entry 41.

Records Relating to Internal Revenue and Other Specific Matters

INTERNAL REVENUE CASE FILES. 1867-1906. 22 ft.

175

Informations by the United States Attorney for the Southern District of New York of violations of internal revenue laws; monitions directing attachment of goods and giving due notice to any claimants; claims of owners; orders of appointment of appraisers and reports of appraisers of the value of the seized goods; writs directing sale of forfeited property; final decrees of condemnation and sale; abstracts of the proceeds of sales; final orders of distribution of proceeds; affidavits as to informers; consents and orders to discontinue suits; and related records filed in proceedings in rem to enforce forfeitures of property seized in violations of internal revenue laws of the United States. Arranged numerically by case number, A-1 to A-611 and B-1 to B-79. For papers in internal revenue suits before 1867, see entry 83.

INTERNAL REVENUE DOCKETS. 1867-1906. 2 vols. 4 in.

176

A record of papers filed and proceedings held in actions in rem to enforce forfeitures of property seized in violations of internal revenue laws of the United States. Entries for each case show case title and number, names of attorneys, and a chronological listing of filings and proceedings. Each volume contains an alphabetical index by name of article seized. Case entries are numerical by related case number. For a record of proceedings in some internal revenue cases appealed to the circuit court, 1839-1883, see entry 88.

CASE FILES IN SUITS AGAINST CONSULS AND VICE CONSULS. 1806-60. 2 ft.

177

Declarations stipulating the circumstances constituting the plaintiffs' causes of action; defendants' pleas and plaintiffs' replications; bills of exception objecting to decisions of the court upon points of law; notices of suing out commissions to take testimony; depositions of witnesses; orders of the court; consents to discontinue suits; and related records filed in the district court in cases brought against foreign consuls and vice consuls for the recovery of debts due the plaintiffs. The records are arranged alphabetically by name of defendant. For papers in other consular suits, see entries 83 and 187.

CASE FILES IN SUITS TO REPEAL PATENTS. 1806-34. 4 in.

178

Petitions setting forth circumstances why letters patent issued to defendants should be repealed; affidavits of witnesses in support of petitions; rules to show cause why process should not issue; defendants'

pleas; opinions of the court; and related papers filed before the district judge in actions for the repeal of patents allegedly obtained surreptitiously or upon false suggestion. Arranged alphabetically by name of defendant.

PETITIONS FOR THE REMISSION OF FINES, PENALTIES, AND FORFEITURES, AND RELATED PAPERS. 1796-1897. 4 ft. 179

Petitions for remission, orders of reference to a United States commissioner to take proofs, reports of the commissioners on proofs taken, reports of the district judge to the Secretary of the Treasury as to the sufficiency of the petitions, and related papers filed in cases of applications for the remission of fines, penalties, and forfeitures incurred under provisions of laws for imposing or collecting any duties or taxes, or relating to the registering, enrolling, or licensing of vessels. Arranged chronologically by year of filing of petition. For related warrants, see entry 180. For similar petitions and related papers after 1897, see entry 187.

WARRANTS OF REMISSION. 1790-1876. 4 ft. 180

Warrants issued by the Secretary of the Treasury remitting to petitioners, under certain specified conditions, all the rights, claims, and demands of the United States in cases of petitions for the remission of fines, forfeitures, and penalties incurred under statutes of the United States where it appeared that the said disabilities were incurred without willful negligence or any intention of fraud. Arranged alphabetically by initial letter of surname of petitioner. For related papers, see entry 179.

PRESIDENTIAL WARRANTS OF REMISSION. June 21, 1840-June 28, 1852.

2 in.

181

Warrants issued by the President of the United States remitting to petitioners, under certain conditions, certain pecuniary penalties incurred in consequence of vessels arriving at the port of New York with an excess of passengers in violation of the laws of the United States, where it appeared that the violations were unintentional and not designed to evade the law. Arranged chronologically by date of filing.

CUSTOMS COLLECTOR'S RECEIPTS. 1834-41. 1 ft. 182

Acknowledgments by the Collector of Customs of the port of New York of the receipt from defendants in law suits brought by the United States of sums due as principal and interest on customhouse bonds. Arranged chronologically.

POWER OF ATTORNEY. 1824; 1834-37. 2 in. 183

Letters of attorney appointing certain persons legal representatives, executed primarily by sureties on customhouse bonds for obtaining payment of duties on goods imported into New York. Arranged chronologically by year of letter.

REGISTER. Jan.-Sept. 1837. 1 vol. 1 in.

A record of apparently defaulted obligations, presumably customhouse bonds. Entries show numbers and dates of bonds, names of principals and sureties, amounts involved, due dates, dates sued, and other data. Entries are alphabetical by initial letter of surname of principal. 184

COMPLAINTS THAT FRAUDS ON THE REVENUE HAD BEEN COMMITTED, AND RELATED PAPERS. 1863-73. 5 in. 185

Complaints and affidavits that certain imported merchandise had been fraudulently undervalued or smuggled into the port of New York without payment of duties; warrants for the seizure of account books, ledgers, invoices, letter books, and correspondence relating to the fraudulent importations; orders of the court to deliver the seized records to the Collector of Customs of the port of New York for examination; letters of the Collector returning the records; and final orders of the court to return the records to their owners. Arranged chronologically by year of filing of complaint or affidavit.

RECORDS RELATING TO MONIES PAID INTO THE REGISTRY OF THE COURT IN INTERNAL REVENUE CASES. Mar. 13-Nov. 4, 1879. 1 vol. 1/2 in. 186

Correspondence and circulars relating to the disposition of monies paid into the registry of the court in internal revenue cases. Arranged chronologically.

EQUITY RECORDS

The equity jurisdiction of the district courts was very limited. Until 1820 district judges were authorized to grant injunctions where a party had not had sufficient time to apply to a circuit court. These injunctions were to continue only until the next succeeding session of the circuit court and this power was considered merely as auxiliary to the jurisdiction of the circuit courts. An act of May 15, 1820 (3 Stat. 595), invested district judges with an independent authority to grant injunctions in a particular case. Under provisions of Federal bankruptcy legislation (5 Stat. 440; 14 Stat. 517; 30 Stat. 544) the district courts entertained bills in equity filed by assignees and trustees seeking to recover certain properties from defendants as assets of the bankrupts. On July 20, 1868, Congress conferred upon the district courts jurisdiction over all suits in equity to enforce the lien of the United States upon any real estate for any internal revenue tax (15 Stat. 167). Upon the termination of the circuit courts in 1911, all equity jurisdiction passed to the district courts.

CASE FILES. 1869-1911. 70 ft. 187

Bills of complaint, answers of defendants, depositions and affidavits of witnesses, demurrers, replications, orders and decrees of the court, consents to discontinue suits, and related papers filed in the district

court in equity cases and, after about 1880, in some others, particularly law and habeas corpus cases. The equity suits consist largely of actions (1) initiated by assignees and trustees in bankruptcy to recover, as assets of bankrupts, property which allegedly was conveyed to dependants by bankrupts either with intent to commit fraud or to give preference to some creditors over others; and (2) brought by receivers of defunct national banks to enforce and collect the amount of personal liability of individual stockholders of such banks, in order to discharge the banks' legal debts. The other cases cover a wide range of civil actions, including proceedings against consuls and vice consuls (see also entries 83 and 177); suits for the recovery of fines, penalties, and forfeitures (see also entry 179); proceedings against the Collector of Customs of the port of New York to recover fees allegedly paid illegally to secure reappraisement of imported goods; petitions for writs of habeas corpus (see also entry 194); petitions for compensation as informers; suits against attorneys guilty of malpractice and unprofessional conduct; deportation actions; and ancillary proceedings in bankruptcy to permit receivers appointed in other judicial districts to take charge of property of bankrupts located in the southern district of New York. The case files are arranged numerically by case number, 1-1 to 1-499, 2-1 to 2-500, 3-1 to 3-496, 4-1 to 4-500, 5-1 to 5-519, and 6-5 to 6-403. For some case files in equity proceedings brought by assignees in bankruptcy, 1842-43 and 1867-69, see entries 117 and 83, respectively. For related judgment records, see entry 162.

DOCKETS. 1869-1911. 6 vols. 1 ft.

188

A record of papers filed and proceedings held in equity cases and, after about 1880, in various other civil and miscellaneous proceedings. Entries in each case generally show the case title and number, the names of attorneys, the nature of the case, and a chronological listing of filings and proceedings. Each volume contains an alphabetical index by name of defendant and petitioner. Case entries are numerical by case number in volumes numbered 1 to 6, the last 2 of which are marked "Civil Docket."

MINUTES. Mar. 5, 1870-Mar. 31, 1883; May 12, 1885-May 31, 1912.

7 vols. 2 ft.

189

A record of the proceedings of the district court in equity cases and, after about 1880, in various other cases, giving dates of sessions, names of presiding judges, case titles and numbers, and transactions of the court. Entries are chronological by date of session. For minutes in some equity cases before March 5, 1870, see minutes described in entry 75.

CASE FILES IN NATURALIZATION SUITS IN EQUITY. 1909-17. 2 ft.

190

Bills in equity, defendants' answers to the bills, praecipes for the issuance of subpoenas, orders for the service of subpoenas, decrees of cancellation, and related papers filed in proceedings instituted for

the purpose of setting aside and canceling certificates of naturalization on the ground that such certificates were fraudulently or illegally procured; and petitions, affidavits, motions, orders of the court, and related documents filed in actions taken on applications to amend certificates of naturalization and declarations of intention. The case files are arranged numerically by case number, A-1 to A-98.

DOCKET IN NATURALIZATION SUITS IN EQUITY. 1909-17. 1 vol. 2 in.

A record of papers filed and proceedings held in the conduct of suits to cancel certificates of naturalization fraudulently or illegally procured, and in the matter of applications to amend certificates of naturalization and declarations of intention. Entries in each case show the case title and number, the names of attorneys, the nature of the case, and a chronological listing of filings and proceedings. The volume contains an alphabetical index by name of defendant and applicant. Case entries are numerical by case number. 191

CONSENTS AND ORDERS OF CANCELLATION OF CITIZENSHIP. Oct. 4-17, 1904. 6 in.

Orders of the court vacating and setting aside certificates of naturalization obtained fraudulently or illegally, and affidavits of consent by the defendants to the cancellations. The revoked certificates are attached to the orders of cancellation. Arranged alphabetically by name of defendant. 192

PAPERS IN MISCELLANEOUS NATURALIZATION PROCEEDINGS. 1898-1911. 2 in.

Petitions to amend certificates of naturalization, petitions that the court issue certificates of citizenship without requiring proof of former declaration of intention, memoranda in opposition to applications for citizenship, orders of the court, and related papers. Arranged alphabetically by name of petitioner. 193

HABEAS CORPUS RECORDS

Under terms of the Judiciary Act of 1789 (1 Stat. 81), it was provided that the Supreme, circuit, and district courts of the United States could issue writs of habeas corpus. The records indicate that the United States District Court for the Southern District of New York had only a light activity in habeas corpus proceedings, apparently leaving the bulk of such work to the circuit court in that district.

CASE FILES. 1852-83. 6 in.

Petitions for writs of habeas corpus, writs of habeas corpus, traverses, transcripts of testimony, orders of discharge, and related papers filed in habeas corpus proceedings, mainly for the release and cancellation of enlistments of minors illegally enlisted in the Army or Navy. The case files are arranged alphabetically by name of petitioner. For other habeas corpus records, see entry 187. 194

CRIMINAL RECORDS

The Judiciary Act of 1789 (1 Stat. 76), conferred a very limited criminal jurisdiction upon the district courts of the United States. It declared that the district courts were to have jurisdiction over all crimes and offenses cognizable under the authority of the United States where no other punishment than whipping not exceeding 30 stripes, a fine not exceeding \$100, or a term of imprisonment not exceeding 6 months was to be inflicted. These stringent terms were further reduced by an act of February 28, 1839 (5 Stat. 322), which abolished the punishment of whipping. However, 3 years later, on August 23, 1842, Congress amended the law by extending the criminal jurisdiction of the district courts to all crimes and offenses against the United States, the punishment of which was not capital (5 Stat. 517).

CASE FILES. 1845-68. 4 ft.

195

Bills of indictment, defendants' pleas, bench warrants, depositions of witnesses, demurrers, orders of the court, and related records filed in proceedings resulting from the indictment of persons for various crimes cognizable in the United States courts, except those for which punishment was capital. The cases involve assault and larceny on the high seas, cruel and unusual punishment of seamen, smuggling, passing false invoices and counterfeit coins, fitting out ships to engage in the slave trade, enlistment of men to serve a foreign prince, mail theft, and related crimes. Many of the case files consist merely of the bill of indictment. Some of the bills bear endorsements indicating the date the defendant was arraigned, the defendant's plea, the trial date, the jury verdict, and the sentence of the court. The case files are arranged numerically by case number, 1-899.

DOCKET. 1845-68. 1 vol. 2 in.

196

A record of papers filed and proceedings held in the trial of criminal cases. Entries for each case generally show the name of the defendant, the case number, the nature of the crime, and a chronological listing of filings and proceedings. The volume contains an alphabetical index by name of defendant. Case entries are numerical by case number.

RECORDS OF THE CLERK OF THE COURT

LEDGER. 1913-24. 1 vol. 2 in.

197

A record of plaintiffs' and defendants' accounts with the court in sundry cases, showing the case title and number, and the dates of receipts and expenditures and the amounts involved. The volume contains an alphabetical index by name of defendant. Entries are chronological by date of account.

BILLS OF COSTS AND RELATED VOUCHERS. 1837-51. 8 in.

198

Accountings of the charges incurred by the clerk of court, the United States attorney, the United States marshal, and United States commissioners for services rendered by each of them during the progress of various suits in the district court, with some related vouchers. The bills are arranged chronologically by term of court in which they were rendered.

MARSHAL'S CERTIFICATES FOR FEES. Sept. 18, 1834-Dec. 31, 1840. 4 in.

199

Acknowledgments by the United States marshal of the receipt of his fees in various suits. Arranged chronologically by date of certificate.

COPYRIGHT RECORDS. 1809-53. 2 in.

200

Printed copies of titles of books and assignments of copyrights deposited with the district court in accordance with the copyright laws of the United States. Arranged chronologically by year of filing.

AFFIDAVITS AND CERTIFICATES OF ATTENDANCE OF WITNESSES. 1834-55. 6 in.

201

Statements of the attendance of witnesses in cases before the district court, indicating the number of days attended. Arranged chronologically by year of affidavit or certificate.

TRANSCRIPTS OF ACCOUNTS. 1810-27. 1 in.

202

Transcripts of accounts of defaulting receivers of public monies, such as Army paymasters, Navy pursers, and assessors, probably transmitted by the Treasury Department to the United States attorney for settlement. Arranged alphabetically by name of defaulting official.

DESK FILE OF CHARLES A. WEISER, DEPUTY CLERK. 1914-19. 1 ft.

203

Letters received and copies of letters sent, telegrams, circulars, forms containing information used by the deputy clerk in filling out declarations of intention, and related records pertaining to the issuance of declarations of intention and certificates of naturalization, the vacating and setting aside of orders of admission to citizenship, legislation affecting naturalization, and other activities of the district court in the matter of the naturalization of aliens. Arranged alphabetically by initial letter of surname of writer or addressee.

CORRESPONDENCE. June 8, 1871-Oct. 8, 1879. 1 vol. 3 in.

204

Letters received by the clerk, mainly from the Solicitor of the Treasury and officials of the Treasury Department, relating to the reporting of proceedings in suits in which the United States had a pecuniary interest, the submitting and auditing of accounts, the propriety of requiring officers of United States courts to deposit funds paid into the registries of the courts with Treasury offices rather than with national bank depositories, and related matters. Arranged in an inverted chronological order.

CLERK'S DOCKET REPORT OF MISCELLANEOUS FEDERAL CASES. Apr. 4, 1929-

Dec. 5, 1933. 3 in.

205

Statements required by the Solicitor of the Treasury, reporting all civil suits begun in the district court, and all criminal and forfeiture cases in which fines or penalties were imposed. Entries show case titles and numbers; nature of offenses and statutes involved; amounts of judgments, fines, or decrees; and important steps taken, such as payments, compromises, or discontinuances. Reports are arranged chronologically by date rendered.

RECEIPT BOOK. Feb. 3, 1842-May 4, 1843. 1 vol. 1 in.

206

A record of the acknowledgments of sums received for the publication of notices of the court in the New York Standard. Entries are chronological.

RECORDS OF RECEIPTS. June 1, 1868-June 30, 1873; July 1, 1927-Dec. 30, 1930. 1 vol. 6 in.

207

A record of monies received by the clerk on account of deposits, fines, and costs, and as miscellaneous fees. Entries for the years 1868-73 merely list the date, amount, and purpose of each payment; subsequent entries also name the person making payment and show the pertinent case title and number. Entries for the 1868-73 period are in a bound volume labeled "General Receipts"; later entries appear on unbound forms. All entries are chronological.

MISCELLANEOUS RECORDS. 1791-1880. 6 in.

208

Such papers as a schedule of clerks' fees, a bond for the faithful discharge of duties, newspaper clippings, a "Calendar of Prisoners in the Goal of the City and County of New York for Offences Committed against the United States," physicians' reports of professional services rendered to United States prisoners, a petition of members of the bar of the district court for the appointment of an additional district judge, rules for regulating night scavengers, reports and resolutions relating to the correction and prevention of health hazards and other nuisances in New York City, and a statement of the tracts of land and other real property deposited with the clerk of the district court. These records are unarranged.

RECORDS OF UNITED STATES COMMISSIONERS

The administration of the business of the Federal district courts is largely aided, especially in criminal procedure, by a class of officers known as United States commissioners. Authority to appoint such commissioners was first conferred on the circuit courts by an act of February 20, 1812 (2 Stat. 679), to provide for the more convenient taking of bail and affidavits. The functions of the commissioners were subsequently enlarged by successive acts of Congress and rules of court. Some of their more important powers include authority to issue warrants

for the arrest of persons charged with offenses against the United States, to examine such offenders, and to imprison or bail them for trial in United States courts (5 Stat. 516); upon complaint of a seaman for unpaid wages, to summon the ship's master to show cause why process should not issue against his vessel (5 Stat. 516); to enforce decisions of foreign consuls and vice consuls relating to controversies arising in United States ports between masters and crews of vessels belonging to their respective countries (9 Stat. 79); to entertain complaints under extradition treaties and issue warrants for the apprehension of fugitives from foreign justice (9 Stat. 302); upon applications of consuls of foreign governments, to issue warrants for the arrest of deserting seamen (10 Stat. 614); to institute proceedings for violations of civil-rights legislation (14 Stat. 28); and to take stipulations in admiralty suits. In 1896 the authority to appoint commissioners was transferred from the circuit to the district courts of the United States (29 Stat. 184).

DOCKETS. Oct. 14, 1845-Jan. 14, 1851; July 30, 1855-Nov. 16, 1891; Mar. 26, 1894-Dec. 22, 1910. 11 vols. 2 ft.

209

A record of papers filed and proceedings held in cases before United States commissioners in the southern district of New York. Entries show the case title, the nature of the action, and a chronological listing of filings and proceedings. Each of the first five volumes contains an alphabetical index by name of defendant. Case entries in each volume are chronological by date of initial action in each case.

RECORD OF PROCEEDINGS IN CRIMINAL CASES. July 7, 1897-Aug. 12, 1915. 20 vols. 3 ft.

210

Entries for each case usually show date of filing of complaint, substance of charge against defendant, date of issue of warrant, date of return of warrant, plea of defendant, bonding of defendant, witnesses examined, ruling of the commissioner as to whether any Federal law was violated, and fees incurred by the commissioner in hearing the case. Each volume contains an alphabetical index by name of defendant. Case entries are chronological by date of filing complaint.

MINUTES OF TESTIMONY. May 3, 1855-Feb. 19, 1914. 45 vols. 3 ft.

211

Transcripts of testimony taken at hearings before commissioners George F. Betts (May 3, 1855-Jan. 5, 1871; Dec. 26, 1873-Sept. 25, 1878); Joseph Bridgham (Oct. 20, 1858-Sept. 26, 1861); George W. Morton (July 2, 1857-Apr. 25, 1862); and John A. Shields (Mar. 4, 1873-Feb. 19, 1914); and before an unidentified commissioner (Apr. 19-Sept. 3, 1892). Several of the volumes contain an alphabetical index by name of case defendant. Entries are chronological by date of testimony.

COST BOOKS. June 1, 1836-Jan. 26, 1858; Oct. 7, 1863-Mar. 3, 1866.

7 vols. 8 in.

212

A record of fees and costs incurred by commissioners for taking and certifying depositions of witnesses, issuing warrants, taking bail, ad-

ministering oaths to witnesses, entering recognizances, and related activities. The last two volumes contain entries of costs in criminal suits only. Entries are chronological.

BAIL REGISTER. Jan. 10, 1855-June 3, 1868. 1 vol. 1 in. 213

A record of bail taken before United States commissioners in the southern district of New York. Entries show names of defendants, names of persons posting bail, amounts posted, names of commissioners taking bail, and dates of acknowledging and of filing bail. Entries are chronological by date of filing.

OFFICE FILE OF JOHN A. SHIELDS. 1869-1913. 8 ft. 214

Complaints, affidavits to obtain warrants, search warrants, warrants to apprehend, depositions of witnesses, recognizances to appear for examination, applications for extradition, and related records filed in actions before United States Commissioner Shields. Included are some records relating to Shields' concurrent service as Clerk of the United States Circuit Court for the Southern District of New York (ca. 1888-1911), such as correspondence and expense accounts. Arranged alphabetically by initial letter of surname of defendant.

AFFIDAVITS, ORDERS, DEPOSITIONS, AND RELATED PAPERS. 1831-78; 1911. 1 ft. 215

Affidavits to hold defendants to bail and to obtain warrants for the arrest of persons charged with violations of United States laws, orders for the commitment of defendants to await hearing, depositions of witnesses, applications of foreign consuls for the arrest of alien seaman deserters, and related papers filed before commissioners. The papers are arranged chronologically by year of filing.

RECOGNIZANCES. Feb. 13, 1869-May 1, 1914. 12 ft. 216

Obligations of record, entered into before a United States commissioner, conditioned upon the appearance of defendants before commissioners for examination into matters objected against them. Arranged chronologically by date of filing.

WARRANTS TO APPREHEND. 1847-53. 6 in. 217

Writs issued by commissioners to the United States marshal directing the apprehension of persons charged with violations of Federal laws or in conformance with provisions of extradition treaties. Arranged chronologically by year of issuance.

RECORDS RELATING TO FUGITIVE SLAVES. 1837-60. 1 in. 218

Affidavits, petitions, and proofs filed with a United States commissioner by owners of runaway slaves seeking to reclaim the fugitives who were believed to have fled to the southern district of New York. The papers are arranged chronologically.

APPENDIX

LIST OF JUDGES

Judges of the Vice Admiralty Court of the Province of New York, 1696-1775¹

William Pinhorne	1696-97
William Smith	1697- ?
John Bridges	1702-3
Roger Mompesson	1703-15
Lewis Morris	1715-21
Francis Harison	1721-35
Daniel Horsmander	1736-38
Lewis Morris, Jr.	1738-62
Richard Morris	1762-75

Judges of the Court of Admiralty of the State of New York, 1784-881

Lewis Graham	1784-88
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Judges of the Second Judicial Circuit, 1801-1911²

Circuit Justices³

William Paterson	1802-6
Brockholst Livingston	1806-23
Smith Thompson	1823-43
Samuel Nelson	1845-72
Ward Hunt	1872-82
Stephen Field	1882
Samuel Blatchford	1882-93
Horace Gray	1893-95
Rufus Peckham	1895-1910
Charles E. Hughes	1910-

Circuit Judges

Egbert Benson	1801-2
Oliver Wolcott	1801-2

¹Compiled from information contained in Henry W. Scott's The Courts of the State of New York, and Charles M. Hough's Reports of Cases in the Vice Admiralty of the Province of New York and in the Court of Admiralty of the State of New York, 1715-1788.

²Compiled from information contained in Federal Cases, an annotated reprint of the decisions of the United States district and circuit courts from 1789 to 1880, and Registers of the Department of Justice.

³Title used to designate the Justice of the Supreme Court assigned at any circuit.

Samuel Hitchcock	1801-2
Lewis Woodruff	1869-75
Alexander Johnson	1875-78
Samuel Blatchford	1878-82
William J. Wallace	1882-1907
E. Henry Lacombe ⁴	1887-
Nathaniel Shipman	1892-1902
William K. Townsend	1902-7
Alfred C. Coxe ⁵	1902-
Henry G. Ward	1907-
Walter C. Noyes	1907-
Martin A. Knapp	1910-

Judges of the District of New York, 1789-1814⁶

James Duane	1789-94
John Lawrence	1794-96
Robert Troup	1796-98
John S. Hobart	1798-1805
Matthias Tallmadge	1805-14
William P. Van Ness ⁷	1812-14

Judges of the Southern District of New York, 1814-1911⁶

William P. Van Ness	1814-26
Samuel R. Betts	1826-67
Samuel Blatchford	1867-78
William Choate	1878-81
Addison Brown	1881-1901
George B. Adams	1901-11
George C. Holt ⁸	1903-
Charles M. Hough ⁹	1906-
Learned Hand ¹⁰	1909-

⁴Additional circuit judge authorized by act of March 3, 1887 (24 Stat. 492).

⁵Additional circuit judge authorized by act of April 17, 1902 (32 Stat. 106).

⁶Compiled from information contained in Federal Cases and in Registers of the Department of Justice.

⁷Additional district judge authorized by act of April 29, 1812 (2 Stat. 719).

⁸Additional district judge authorized by act of February 9, 1903 (32 Stat. 805).

⁹Third district judge authorized by act of May 26, 1906 (34 Stat. 202).

¹⁰Fourth district judge authorized by act of March 2, 1909 (35 Stat. 685).

For a list of other preliminary inventories, see the list of National Archives publications, which may be obtained upon request from the Exhibits and Publications Branch, National Archives, General Services Administration, Washington 25, D. C.

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PRELIMINARY



INVENTORIES

Number 117

RECORDS OF THE COMMISSION ON THE RENOVATION
OF THE EXECUTIVE MANSION

Compiled by Bess Glenn

With an Introduction by

Herbert C. Dixon

The National Archives
National Archives and Records Service
General Services Administration

Washington: 1959

PRELIMINARY INVENTORY OF THE RECORDS OF THE
COMMISSION ON THE RENOVATION OF THE
EXECUTIVE MANSION

(Record Group 220)

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FOREWORD

ILLINOIS HISTORICAL SURVEY

To analyze and describe the permanently valuable records of the Federal Government preserved in the National Archives Building is one of the main tasks of the National Archives. Various kinds of finding aids are needed to facilitate the use of these records, and the first step in the records-description program is the compilation of preliminary inventories of the material in some 300 record groups to which the holdings of the National Archives are allocated.

These inventories are called "preliminary" because they are provisional in character. They are prepared as soon as possible after the records are received without waiting to screen out all disposable material or to perfect the arrangement of the records. They are compiled primarily for internal use, both as finding aids to help the staff render efficient reference service and as a means of establishing administrative control over the records.

Each preliminary inventory contains an introduction that briefly states the history and functions of the agency that accumulated the records. The records themselves are described series by series, that is, by units of records of the same form or that deal with the same subject or activity or that are arranged serially. Other significant information about the records may sometimes be given in appendixes.

When the record group has been studied sufficiently and the records have been placed in final order, the preliminary inventories will be revised and the word "preliminary" dropped from the title of the revision. Meanwhile, as occasion demands and time permits, special reports, indexes, calendars, and other finding aids to the record group will be prepared.

Several finding aids that give an overall picture of materials in the National Archives have been published. A comprehensive Guide to the Records in the National Archives (1948) and a brief guide, Your Government's Records in the National Archives (revised 1950), have been issued. Forty-four Reference Information Papers, which analyze records in the National Archives on such subjects as transportation, small business, and the Middle East, have so far been issued. Records of World War I have been described in the Handbook of Federal World War Agencies and Their Records, 1917-1921, and those of World War II in the two-volume guide, Federal Records of World War II (1950-51). Many bodies of records of high research value have been edited by the National Archives and reproduced on microfilm as a form of publication. Positive prints of some 9,000 rolls of this microfilm, most of which are described in the List of National Archives Microfilm Publications (1953), are now available for purchase.

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INTRODUCTION

The Commission on the Renovation of the Executive Mansion was established by an act of Congress approved on April 14, 1949 (63 Stat. 45), to plan and supervise a thorough renovation of the White House. The creation of the Commission was the culmination of extensive preliminary investigations and recommendations by the President.

Concerned about the condition of the White House, President Truman in January 1948 asked W. E. Reynolds, Commissioner of Public Buildings, to investigate its structural condition. Within a few days Mr. Reynolds reported "a seriously critical condition" of the rafters over the state dining room and cited the overstressing and fire hazards of the wooden construction of the second floor. The building was found to be in urgent need of reconstruction chiefly because a series of earlier repairs, remodeling, and modernizations of mechanical equipment had weakened its structure.

During the next 12 months an exhaustive structural survey of the building was made. A plan for its reconstruction was drawn up by engineers of the Public Buildings Administration under the direction of Commissioner Reynolds and a committee of five consultants, including Richard E. Dougherty, President of the American Society of Civil Engineers, and Douglas W. Orr, President of the American Institute of Architects, who were later to be Mr. Truman's appointees to the Commission. This survey work, financed by an act of May 10, 1948, which included an appropriation of \$50,000 to the Public Works Agency (62 Stat. 216), resulted in the Report of the Scope and Estimated Cost of the Work Required for the Elimination of Structural Weaknesses and Fire Hazards, Executive Mansion which was presented to the President by Commissioner Reynolds on February 8, 1949.

President Truman transmitted this report to Congress on February 16, and on March 25 he recommended legislation to establish a Commission patterned on the agencies that had had general supervision of the planning and construction of the Lincoln and Jefferson Memorials. The Commission on the Renovation of the Executive Mansion was accordingly created by Congress. The act establishing the Commission provided that its membership should consist of two Senators, to be appointed by the President of the Senate; two Representatives, to be appointed by the Speaker of the House; and two members from private life, to be appointed by the President. It authorized the Commission to supervise and approve all construction plans and work in progress; to determine methods of selecting and to approve the selection of a general contractor and subcontractors; to prepare and execute a plan for the disposition of surplus materials removed from the building; and to render periodic progress reports to the Congress and the President.

Funds for the work of reconstructing the White House were provided by an act approved June 23, 1949 (63 Stat. 235), which appropriated

\$5,400,000 to the Public Buildings Administration for the renovation and modernization of the Executive Mansion, with \$3,400,000 of that sum allocated to contractual authorization and \$2,000,000 to general expenses.

At its first meeting with the President on June 3, 1949, the Commission consisted of Richard E. Dougherty and Douglas W. Orr, appointed by the President; Senators Kenneth McKellar and Edward Martin; and Representatives Frank B. Keefe and Louis C. Rabaut. Representative Keefe, who retired from Congress and from the Commission at the end of 1950, was replaced by Representative J. Harry McGregor in January 1951. The Commissioners elected Senator McKellar as Chairman and Mr. Orr as Vice Chairman. Maj. Gen. Glen E. Edgerton (retired), of the Corps of Engineers, was appointed Executive Director, and Col. Douglas H. Gillette, also of the Corps of Engineers, was selected as his assistant. Lorenzo S. Winslow, Architect of the White House, was made Secretary.

Under the working procedure adopted, the Commission functioned as the control agency over the renovation activities. Mr. Reynolds, Commissioner of Public Buildings, acted as contracting officer; he was charged with supervising the operations of the general contractor and subcontractors and with paying their accounts. His office prepared the engineering plans and specifications in cooperation with General Edgerton and Mr. Winslow. Mr. Winslow prepared the architectural plans. All plans and technical data were reviewed by Commissioners Dougherty and Orr and a small group of consultants retained by the Commission, who constituted the Commission's Technical Committee. The Bureau of Accounts of the Treasury Department acted as the Commission's fiscal agent and, after the termination of the Commission, liquidated its financial affairs.

The Commission was given particular responsibility for the preservation of materials of historical importance that were accumulated in dismantling the original structure and were rejected for re-use, and for the sale, donation, destruction, or other disposition of other surplus materials in a manner consistent with their symbolic value (if any) and without commercial exploitation. The plan evolved by the Commission divided such materials into four classes: (1) important items such as fireplace mantels and cornices having both intrinsic and symbolic value, which were allocated to designated Government agencies and to a few private organizations and institutions, including the National Museum, Washington, D. C.; the Denver Art Museum, Denver, Colo.; the Daughters of the Confederacy, Monroe, La.; and the Truman Library, Independence, Mo.; (2) usable building materials having commercial but no sentimental value, which were allocated to other governmental construction; (3) disintegrated, broken, and perishable materials, which were destroyed; and (4) pieces of durable material, such as timbers, facing stones, hand-wrought nails, and paneling, principally of sentimental value because of association with the White House, which were marked for distribution in "souvenir kits" to the public at prices designed to cover mailing and overhead costs. A small suboffice was set up at Fort Myer, Va., to handle the sale of these

White House souvenirs. Between January 1, 1951, when it was opened, and August 31, 1951, when it was closed, this suboffice received and processed more than 30,000 orders.

Pursuant to the act that created it, the Commission's initial undertaking was the preparation of a plan of procedure to be submitted to the Congress and the President. Further research into existing conditions was conducted in order to decide, finally, the extent of demolition required and whether to restore the existing building or to build an entirely new structure. This decision had been left to the Commission's discretion by the terms of the act of June 23, 1949, which appropriated funds for the enterprise. After much investigation and deliberation, the Commission concluded that the outer walls of the White House should be preserved in place and the building within completely gutted and then constructed on the same plan and general interior design as had previously existed.

Work on the reconstruction of the White House was begun on December 12, 1949, and was completed by March 27, 1952, when the President and his family returned to the White House. The Commission's final report was submitted on September 30, 1952. Thirty days later, as provided by the enabling act, the Commission went out of existence.

The records described in this inventory, amounting to 43 cubic feet, are those created or accumulated by the Commission on the Renovation of the Executive Mansion. They are a part of Record Group 220, Records of Presidential Committees, Commissions, and Boards, and consist chiefly of correspondence, minutes, reports, accounting records, blueprints of architectural drawings, photographs, and records relating to the sale of souvenirs. The photographs and blueprints cannot be published or reproduced without the approval of the President's secretary in charge of press relations.

Records related to those of the Commission were created by several agencies that had a part in the work of reconstructing the White House. Among the records of the Public Buildings Service are specifications on the prime contract, tracings of the completed work, and correspondence relating to the construction of the bomb shelter. In its Records Retirement Unit the General Services Administration has copies of the prime contract and of all subcontracts for work on the renovation, as well as the correspondence on that subject. Records of the General Services Administration concerning accounting, appropriations, and budget allocations relevant to the renovation (including some of the records created by the former Public Buildings Administration) are in the Federal Records Center at Alexandria, Va.

The central files of the White House Office contain pertinent correspondence, including some correspondence of Lorenzo Winslow, White House Architect and Secretary to the Commission, and of Howell Crim, Chief Usher of the White House. (Original linen tracings showing completed structural,

mechanical, and electrical details of the White House were prepared by the Public Buildings Service and sent to Mr. Crim in April 1953 for transmittal to the National Archives. Presumably these tracings are still at the White House, as they have not been sent to the National Archives.)

In the Bureau of Accounts of the Treasury Department are a few accounting records created by the Bureau in its handling of the Commission's accounts and in its liquidation of the Commission's affairs. The National Park Service has a set of the three-volume "Photographic Survey of the Executive Mansion Before Reconstruction, June 1949," which was sent to it by the Commission.

Personnel records for the Commission and its staff, including official personnel folders and payroll records, are in the Federal Records Center at St. Louis, Mo.

RECORDS OF THE COMMISSION ON THE RENOVATION OF THE EXECUTIVE MANSION

Records of the Office of the Executive Director

GENERAL RECORDS. 1949-52. 9 ft.

Chiefly correspondence, memoranda, reports, press releases, and pamphlets concerning the policies and activities of the Commission in planning and supervising the renovation of the White House. Arranged alphabetically by subject or by name of person, Government agency, or private business firm. 1

LETTERS SENT. Apr. 1949-Oct. 1952. 1 ft.

Mainly copies of letters and memoranda sent by the Executive Director but including some letters sent by members and other officers of the Commission. Arranged chronologically. 2

MINUTES. June 15, 1949-Sept. 29, 1952. 2 ft.

Minutes of 75 meetings of the Commission, together with reports, studies, correspondence, specifications, and other documents pertinent to the agenda of the meetings. Arranged numerically by numbers representing the chronological sequence of the meetings. For an index to the minutes, see entry 4. 3

INDEX TO MINUTES. June 15, 1949-Aug. 3, 1951. 1 ft.

Index on 3" x 5" cards to the subjects discussed and the actions taken during the first 48 meetings of the Commission. Arranged alphabetically by subject. For related records, see entry 3. 4

"INVENTORY OF PUBLIC PROPERTY IN AND BELONGING TO THE EXECUTIVE MANSION, JUNE 30, 1949." 1949. 3 in.

A list of White House furniture and furnishings showing (1) the articles removed from each area and the storage area to which they were transferred, arranged under specified areas in the White House, and (2) the articles in each storage area and the area in the White House from which they were removed, arranged under the various storage areas in and outside the White House. The list is bound in one large post binder. 5

"PHOTOGRAPHIC SURVEY OF THE EXECUTIVE MANSION BEFORE RECONSTRUCTION, JUNE 1949." 1949. 8 in.

Photographs of interior and exterior views of the White House taken after the furnishings had been removed and showing architectural details and evidences of structural deterioration. Arranged by floor of White House and thereunder by room. Approximately 500 glossy prints mounted on boards and bound in three volumes. 6

PHOTOGRAPHS SHOWING PROGRESS OF RECONSTRUCTION. 1949-52. 2 ft.

Photographs of interior and exterior views of the White House showing the progress of the work of demolition and reconstruction. Included are photographs of the refinished and refurnished interior and of the return of President and Mrs. Truman to the White House. The reverse of each 7

print bears a caption giving the subject and a stamp giving the date of the photograph and the name of the photographer. Approximately 1,000 linen-backed glossy prints, arranged chronologically and bound in seven post binders.

BLUEPRINTS OF DRAWINGS (PLAN RACK). 1949-51. 1 ft.

8

Blueprints of drawings showing structural, architectural, and mechanical details for the renovation of the White House, which were prepared by the Public Buildings Administration for the use of contractors and subcontractors. Arranged in three series by type of detail and thereunder by numerical or alphabetical-numerical designation of the individual drawings. For a list of the blueprints, see entry 9.

"INDEX TO PLAN RACK." 1949-50. Volume negligible.

9

A list of blueprints in the Plan Rack, arranged in three parts headed "Structural Drawings," "Architectural Drawings," and "Mechanical Drawings," under each of which the pertinent drawings are listed by number and title. Some of the drawings listed are not in the Plan Rack, however, and some of the drawings in the Plan Rack are not included in the list. The list is reproduced on four regular pages and two inserted pages of a hectographed booklet entitled "Specifications, Part I." For related records, see entry 8.

RENOVATION DRAWINGS. 1948-49. 1/4 in.

10

Drawings dated November 3, 1949, and December 1, 1949, showing the proposed renovation of all floors of the White House and one "measured drawing" of the third floor showing "work in place November 1948." These are ozalid prints arranged by date of plan and thereunder by drawing number, RP-1 through RP-8, and MD-4.

ARCHITECTURAL DRAWINGS. Sept. 19, 1949. Volume negligible.

11

Blueprints of original architectural plans for the renovation of the underground mechanical area, the basement, the basement mezzanine, and the third floor of the White House. Arranged by area to which the plan relates.

SETTLEMENT STUDY CHARTS Apr. 8, 1950-Jan. 28, 1951. Volume negligible.

12

Two charts labeled "Drawing No. 39A" and "Drawing No. 40," which show the settlement of the exterior walls of the White House.

UNDERPINNING PROGRESS CHARTS. Apr. 7-July 21, 1950. 1/4 in.

13

Charts showing progress of the work on underpinning pits. Arranged chronologically by date of measurements recorded on the charts.

MISCELLANEOUS FISCAL RECORDS. 1949-52. 1 ft.

14

Chiefly correspondence, memoranda, reports, budgetary estimates, schedules of appropriation balances, statements of appropriations, travel vouchers, and receipts for property. Arranged alphabetically by subject or by name of employee.

REPORTS ON STATUS OF APPROPRIATIONS. Oct. 1949-Sept. 1952. 4 in. 15

Monthly analyses of appropriation accounts, showing allotments, obligations, expenditures, unliquidated obligations, and unobligated balances of funds for personal and nonpersonal services with supporting papers such as vouchers, certificates of settlement, purchase orders, and requisitions. Arranged by appropriation account number and thereunder chronologically.

LEGISLATIVE REFERENCE MATERIAL. 1949-52. 1 ft. 16

Printed copies (1948-52) of public laws, House bills, Senate reports, and House and Senate hearings on appropriations, and of issues of the Congressional Record, concerning the creation, financing, personnel, and work of the Commission. Arranged by type of publication and thereunder by date of publication.

NEWSPAPER CLIPPINGS. 1949-52. 4 in. 17

Clippings from various newspapers and magazines concerning the history of the White House and its renovation by the Commission. Most of the clippings are pasted on sheets and are arranged chronologically.

Records of the Souvenir Sales Office

FILLED ORDERS FOR SOUVENIRS OF THE WHITE HOUSE. Jan. 1951-Feb. 1952. 19 ft. 18

Application forms and letters ordering souvenir kits and stone or brick for fireplaces, with letters of reply concerning the delays and difficulties in filling some of the orders. The series is in six parts: (1) orders from Members of Congress, January 1951-June 1952, arranged alphabetically by name of Member of Congress; (2) orders from the general public for souvenir kits, January-October 1951, arranged under alphabetical groupings of States and thereunder alphabetically by name of person; (3) orders from the general public for brick or stone for fireplaces, January-October 1951, arranged alphabetically by name of person; (4) orders from United States citizens living in foreign countries, April-June 1951, arranged alphabetically by name of person; (5) orders from United States citizens living in United States possessions and Territories, January-June 1951, arranged alphabetically by name of person; and (6) orders from United States citizens in the Foreign Service, April-December 1951, arranged alphabetically by name of person.

REJECTED ORDERS FOR SOUVENIRS OF THE WHITE HOUSE. Jan. 1951-Apr. 1952. 1 ft. 19

Application forms and letters from the general public ordering souvenirs with form letters of reply from the Commission returning the remittances and indicating the reasons for rejecting the orders. Arranged alphabetically by name of person.

CONGRESSIONAL REQUESTS FOR CONSTITUENTS. Sept. 1949-Oct. 1951. 1 ft. 20

Letters from Members of Congress transmitting inquiries from their constituents and requesting that they be sent application forms; and

replies from Members of Congress to questionnaires regarding organizations and institutions in their States equipped to take care of important mementos of the White House, the approximate number of their constituents interested in purchasing souvenirs, and the number of souvenirs required for their personal use. A few letters of reply from the Commission are scattered through the series. Arranged alphabetically by name of Member of Congress.

CORRESPONDENCE WITH FOREIGN APPLICANTS FOR SOUVENIRS. Oct. 1950-
Dec. 1951. 1/4 in. 21

Letters received from citizens of other countries ordering souvenirs of the White House or inquiring about procedures for ordering them, and replies from the Commission. Arranged alphabetically by name of correspondent.

MISCELLANEOUS CORRESPONDENCE CONCERNING SOUVENIRS OF THE WHITE HOUSE.
Aug. 1949-Oct. 1952. 6 in. 22

Chiefly correspondence with persons ordering souvenirs before a distribution plan had been devised or after the distribution program had ended, but including some letters relating to other matters such as the nature of the souvenirs and the procedures for ordering them. Arranged alphabetically by name of correspondent.

QUESTIONNAIRE FORMS. 1950. Volume negligible. 23

Samples of blank questionnaire forms and of form letters of transmittal used for obtaining information from Members of Congress regarding institutions and organizations in their States equipped to take care of important mementos of the White House, the approximate number of their constituents interested in purchasing souvenirs, and the number of souvenirs required for their personal use. Arranged by type of form. For related records, see entry 20.

CONTROL REGISTER OF DAILY SHIPMENTS. Dec. 1950-Feb. 1952. 1 vol. 24

A list of orders received and filled, showing order numbers, type numbers of souvenir kits ordered, and dates orders were shipped. Entries are numerical by order number. For related records, see entries 18 and 25.

SCHEDULES OF COLLECTIONS FOR SOUVENIR ORDERS. Dec. 1950-June 1952.
8 in. 25

Lists of orders received and filled (Standard Form 1044), showing date received, order number, name of person ordering, type and number of souvenir kit ordered, amount of money remitted, and fund to be credited. The schedules are arranged numerically; the orders are listed chronologically by date of their receipt. Maintained in two sets, with the second set containing receipted certificates of deposit in the checking account. For related records, see entry 18.

LOT SHEETS OF COLLECTIONS. Dec. 1950-June 1952. 3 in.

26

Summary statements of collections received (COREM Form 7) with orders for souvenir kits, showing for each lot the amount and form of remittances, numbers and types of kits ordered, lot number covering the collections, schedule number, and number of first and last order covered by the lot. Arranged numerically by lot number. For related records, see entries 18 and 29.

"COLLECTION LEDGER." Oct. 1950-Oct. 1952. 1 vol.

27

A ledger showing the daily balance record for Account 46F5718, "Disposition of Material Removed, Commission on the Renovation of the Executive Mansion," and a record of receipts and disbursements under that account. Entries are chronological under the headings "03.11 Checking Account," "03.17 Collection Account," and "03.37 Special Deposit Account."

DEPOSIT SLIPS. Dec. 1950-Nov. 1951. 1 in.

28

Slips showing deposits with the Arlington Trust Co. of funds received by the Commission from the sale of White House souvenirs. Arranged chronologically by date of deposit. For related records, see entries 25 and 29.

CONTROL REGISTER OF LOT SHEETS OF COLLECTIONS AND CERTIFICATES OF DEPOSIT. Dec. 1950-Feb. 1952. 1 vol.

29

Consists of lists of order lots covered by deposits, showing the first and the last order number of the orders in each lot; and lists of certificates of deposit, showing the date of deposit and the lots covered by each deposit. Entries in the lists of order lots are numerical by lot number, and those in the lists of certificates of deposit are numerical by certificate number. For related records, see entries 18, 25, 26, and 28.

MISCELLANEOUS ACCOUNTING RECORDS. Dec. 1950-Oct. 1952. 4 in.

30

Consist of accounts current, November 1950-January 1951; the monthly report of the Executive Director on the disposition of surplus materials, February 1951-April 1952; schedules of transfers to the Commission's account for the disposition of materials, April and June 1951; disbursement vouchers for purchases and services other than personal, January-November 1951; purchase orders, December 1950-April 1952; vouchers and supporting bills, December 1950-October 1952; payroll summaries showing payments to employees in the Souvenir Sales Office, December 1950-July 1952, with letters of resignation from five employees, May-September 1951; postage-due bills with canceled stamps, May-November 1951; receipts from the Mount Vernon Ladies' Association for bricks from the White House, May-September 1951; and a printed Manual for Collections Received for Material Removed From the Executive Mansion, January 15, 1951. Arranged by type of record.

For a list of other preliminary inventories, see the list of National Archives publications, which may be obtained upon request from the Exhibits and Publications Branch, National Archives, General Services Administration, Washington 25, D. C.

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PRELIMINARY



INVENTORIES

Number 118

RECORDS OF THE FARMERS HOME ADMINISTRATION

Compiled by Stanley W. Brown

and

Virgil E. Baugh

The National Archives
National Archives and Records Service
General Services Administration

Washington: 1959

PRELIMINARY INVENTORY OF THE RECORDS OF
THE FARMERS HOME ADMINISTRATION

(Record Group 96)

Compiled by Stanley W. Brown

and

Virgil E. Baugh



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FOREWORD

To analyze and describe the permanently valuable records of the Federal Government preserved in the National Archives Building is one of the main tasks of the National Archives. Various kinds of finding aids are needed to facilitate the use of these records, and the first step in the records-description program is the compilation of preliminary inventories of the material in some 300 record groups to which the holdings of the National Archives are allocated.

These inventories are called "preliminary" because they are provisional in character. They are prepared as soon as possible after the records are received without waiting to screen out all disposable material or to perfect the arrangement of the records. They are compiled primarily for internal use, both as finding aids to help the staff render efficient reference service and as a means of establishing administrative control over the records.

Each preliminary inventory contains an introduction that briefly states the history and functions of the agency that accumulated the records. The records themselves are described series by series, that is, by units of records of the same form or that deal with the same subject or activity or that are arranged serially. Other significant information about the records may sometimes be given in appendixes.

When the record group has been studied sufficiently and the records have been placed in final order, the preliminary inventories will be revised and the word "preliminary" dropped from the title of the revision. Meanwhile, as occasion demands and time permits, special reports, indexes, calendars, and other finding aids to the record group will be prepared.

Several finding aids that give an overall picture of materials in the National Archives have been published. A comprehensive Guide to the Records in the National Archives (1948) and a brief guide, Your Government's Records in the National Archives (revised 1950), have been issued. Forty-four Reference Information Papers, which analyze records in the National Archives on such subjects as transportation, small business, and the Middle East, have so far been issued. Records of World War I have been described in the Handbook of Federal World War Agencies and Their Records, 1917-1921, and those of World War II in the two-volume guide, Federal Records of World War II (1950-51). Many bodies of records of high research value have been edited by the National Archives and reproduced on microfilm as a form of publication. Positive prints of some 10,000 rolls of this microfilm, many of which are described in the List of National Archives Microfilm Publications (1953), are now available for purchase.

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INTRODUCTION

Since 1933 two minor and three major organizational units have been established successively to direct rural rehabilitation and other programs for the aid of "destitute or low-income" rural families, farm tenants, sharecroppers, and migratory workers. The minor organizational units were (1) the Division of Subsistence Homesteads, Department of the Interior, June 1933-May 1935, and (2) the Rural Rehabilitation Division, Federal Emergency Relief Administration, April 1934-June 1935; and the major organizational units were (1) the Resettlement Administration, April 1935-August 1937, (2) the Farm Security Administration, September 1937-August 1946, and (3) the Farmers Home Administration, August 1946 to date.

The Division of Subsistence Homesteads¹ attempted to place families on homesteads where they could combine part-time farming with other employment and thus become self-supporting. The Division, with its functions, was transferred from the Department of the Interior to the Resettlement Administration in May 1935.

The Rural Rehabilitation Division, Federal Emergency Relief Administration, made loans and grants to needy farmers and relocated low-income farmers on resettlement projects. In June 1935 the functions of the division were transferred to the Rural Resettlement Division of the Resettlement Administration. In December 1935 a new Rural Rehabilitation Division was set up; it continued to operate until 1937 when it was transferred to the Farm Security Administration.

On April 30, 1935, by Executive Order 7027, the Resettlement Administration was established as an independent agency, under authority of section 4 of the Emergency Relief Appropriation Act, approved April 8, 1935 (49 Stat. 115). Appropriations under this act were not to exceed \$500 million "for rural rehabilitation and relief in stricken agricultural areas" (and for certain other purposes), and not to exceed \$900 million for various projects in States, Territories, and possessions.

Functions of the Resettlement Administration, as further defined by Executive Order 7200 of September 26, 1935, were (1) to make available loans and grants for rural rehabilitation and relief to needy farmers, farm tenants, and sharecroppers, who could not obtain credit elsewhere; (2) to establish resettlement projects for low-income families; and (3) to set up soil erosion, reforestation, flood control, and other projects.

On September 1, 1935, the farm debt adjustment program was transferred to the Resettlement Administration from the Farm Credit Administration.

¹A detailed administrative history of each division precedes the entries describing its records.

The main objective of this program was to work out satisfactory debt adjustments between distressed farmers and their creditors. The program was carried out by the Rural Rehabilitation Division.

In addition to the administrative or facilitating divisions there were four "program" divisions in the Resettlement Administration: Rural Rehabilitation, Resettlement, Land Utilization, and Suburban Resettlement.

The functions and operations of the Rural Rehabilitation Division remained practically the same as they had been in the Federal Emergency Relief Administration.

The Rural Resettlement Division, later the Resettlement Division, established the first rural resettlement projects for low-income families in 1935. After its transfer to the Farm Security Administration, this Division still had the same functions. It was directed, however, to complete only those resettlement projects already under construction. Although the Division was abolished in 1942, liquidation of the projects was not completed until 1948.

In May 1935 the Land Utilization Division was established in the Resettlement Administration to take over the land-purchasing and land-use functions and personnel of the Land Policy Section, Agricultural Adjustment Administration, and, as authorized by Executive Order 7028 of April 30, 1935, the land-utilization program of the Federal Emergency Relief Administration. This Division's functions and most of its records were transferred, by authority of Secretary of Agriculture's Memorandum No. 733 of September 1, 1937, to the Bureau of Agricultural Economics. Secretary's Memorandum No. 785 of October 6, 1938, again transferred most of the Division's functions and records to the Soil Conservation Service. There is a small quantity of regional records, created by field personnel of this Division, among the records of Region 4.

The Suburban Resettlement Division, established May 1, 1935, was primarily responsible for planning and designing three model suburban communities for families with moderate incomes. These communities were located near Washington, D. C., Cincinnati, Ohio, and Milwaukee, Wis. This Division's projects and project records were transferred to the Federal Public Housing Authority on October 1, 1942. There are none of its records in Record Group 96.

There are only a few records of the facilitating or nonprogram divisions of the Resettlement Administration in Record Group 96. They consist of some nontextual records of the Information Division and of the Special Skills Division.

The Federal Emergency Relief Administration distributed its rural rehabilitation funds through State Rural Rehabilitation Corporations, which, in turn, dealt directly with the farmers. On June 22, 1935, the Comptrol-

ler General ruled that no part of the rural rehabilitation funds appropriated by the Emergency Relief Appropriation Act of 1935 could be used for direct grants to the States, and that any expenditure for rural relief must be made directly by the Resettlement Administration to its clients. As a result, the Resettlement Administration, in the summer of 1935, created a new field organization consisting of 12 regional offices as well as State and county offices. (For the locations of the regional offices and for additional information concerning them, see map on page 28.)

By Executive Order 7530 of December 31, 1936, the Resettlement Administration was transferred, effective January 1, 1937, to the Department of Agriculture. It went out of existence at the time the Farm Security Administration was created.

On September 1, 1937, Secretary's Memorandum No. 732 established the Farm Security Administration. This newly established Administration took over most of the Resettlement Administration's functions and field offices; the Land Utilization Division, however, was transferred to the Bureau of Agricultural Economics. The new agency was directed to complete only those resettlement projects already under construction; it was also assigned certain new programs and activities.

One of the most important new functions of the Farm Security Administration was the tenant purchase program, set up by Secretary's Memorandum No. 738 of September 30, 1937, as authorized by Title I and parts of Title IV of the Bankhead-Jones Farm Tenant Act of July 22, 1937 (50 Stat. 522). This program provided loans to tenants to enable them to buy farms. Secretary's Memorandum No. 738 also created a Farmers Home Corporation with a Board of Directors composed of the Assistant Secretary of Agriculture, the Chief of the Bureau of Agricultural Economics, and the Administrator of the Farm Security Administration. The function of the Corporation was to advise the Secretary of Agriculture and the Administrator on general policies relating to carrying out the provisions of Titles I and II of the Farm Tenant Act.

Another new function of the Farm Security Administration was the water facilities program, authorized by the Pope-Jones Water Facilities Act of August 28, 1937 (50 Stat. 869). Under this program the Farm Security Administration made loans to eligible farmers, ranchers, and incorporated water associations in 17 western States to enable them to build, improve, or repair needed water facilities, such as wells, ponds, windmills, and small irrigation systems. In July 1938 the Secretary of Agriculture directed the Soil Conservation Service and the Bureau of Agricultural Economics to participate with the Farm Security Administration in this program by developing conservation management plans for farms, ranches, and other projects. An amendment to this act, approved August 17, 1954 (68 Stat. 734), expanded its functions and extended this program to the entire Nation.

In addition to its regular programs, the Farm Security Administration inaugurated activities designed to increase food production further during World War II. Through the Defense Relocation Corporations set up in certain States, it relocated farm families displaced by defense industries and army camps. The Administration also provided housing for defense workers, as provided for under the Lanham Defense Housing Act of October 14, 1940 (54 Stat. 1125). The President, by Executive Order 9070 of February 24, 1942, set up a National Housing Agency to which this defense housing activity of the Farm Security Administration was transferred.

Besides the administrative divisions, there were three "program" divisions in the Farm Security Administration: Rural Rehabilitation, Tenant Purchase, and Resettlement. The work performed by the Rural Rehabilitation Division continued substantially as it had been under the Resettlement Administration. The Tenant Purchase Division, created in 1937 to carry out the farm tenant purchase program, was renamed the Farm Ownership Division in 1942 and was transferred in 1946 to the newly created Farmers Home Administration. Resettlement projects, formerly administered by the Resettlement Division, were disposed of under agricultural appropriation acts of 1944, 1945, and 1946. Beginning in 1935 the Resettlement Division had also set up migratory labor camps, which were diverted largely to defense and wartime use as farm labor supply centers during World War II. On June 30, 1943, the supervision of these camps was transferred to the Office of Labor, War Food Administration.

Under the provisions of Executive Order 9280 of December 5, 1942, the Farm Security Administration was grouped with other agencies to form the Food Production Administration in the Department of Agriculture. The Food Production Administration was placed under the general administrative supervision of the War Food Administration on March 26, 1943, under authority of Executive Order 9322. When the War Food Administration was terminated by Executive Order 9577 of June 29, 1945, the Farm Security Administration was again given bureau status in the Department, reporting directly to the Secretary.

The Farmers Home Administration was created in the Department as the successor of the Farm Security Administration by authority of the Farmers Home Administration Act of August 14, 1946 (60 Stat. 1062). One of the first changes made by the new agency was to extend the coverage of the loan program. Operating loans were made to farm owners, including those with underdeveloped farms. Veterans with farming experience were given preference in the granting of these loans. It also became possible to obtain Government-insured loans of this type from private sources.

The Farmers Home Administration Act of 1946 also authorized the transfer of the outstanding loans of the former Emergency Crop and Feed Loan Division of the Farm Credit Administration to the Farmers Home Administration for liquidation. The same type of loan was continued by the Farmers Home Administration under the act of April 6, 1949 (63 Stat. 43), as amended,

providing emergency loans in certain areas to farmers hit by natural calamities or unfavorable local economic conditions.

Another new function of the Farmers Home Administration was to collect outstanding loans of the former Regional Agricultural Credit Corporations, which were set up by the Reconstruction Finance Corporation and later operated by the Farm Credit Administration. These loans were designed to meet an emergency need for short-term credit and were secured by liens on livestock and crops. After 1934 these loans were greatly curtailed. Still another new function of the Farmers Home Administration was authorized by an act of August 31, 1954 (68 Stat. 999), under which special loans were made to farmers to purchase feed, to produce crops, and to replace livestock.

The divisional organization, set up to carry out the program functions, has undergone several changes since the Farmers Home Administration was established in 1946. At first there were two program divisions, Farm Ownership and Production Loan, the latter Division absorbing the rehabilitation loan program of the Farm Security Administration as well as the feed and seed loan program of the Farm Credit Administration. By 1954 all loan functions were assigned to one Loan Division, with four branches handling the various types. At present there are three program divisions, namely, Emergency Loan, Operating Loan, and Real Estate Loan. There are no records of any of these divisions in the National Archives.

Section 3, paragraph b, of the Farmers Home Administration Act of 1946 authorized the Secretary of Agriculture to carry out the loan, resettlement, and other functions of the regional offices through "area finance, State, and local offices . . . Provided, that existing regional offices shall be liquidated on or before June 30, 1947." The regional offices were liquidated in accordance with this provision, and subsequently their main functions were taken over by State offices of the Farmers Home Administration. Certain of the regional office records were transferred to the State offices with these functions; those considered worthy of permanent retention were sent to Washington and eventually transferred to the National Archives; and the remainder were disposed of, with Congressional approval. The records transferred to the National Archives are described in this inventory.

The records described in this inventory are the records of the Farmers Home Administration and its predecessors that were in the National Archives on January 1, 1959. They are designated as Record Group 96, Records of the Farmers Home Administration, and amount to 2,443 cubic feet. The records may be divided into those of the central office, the regional offices, and the county offices. The records of the central office consist of correspondence of the Office of the Administrator, 1935-42; records of the Divisions, 1931-54; records relating to the Defense Relocation Corporations, 1941-53; maps pertaining to the activities of the Resettlement Administration and to the westward migration of agricultural families in the 1930's; and motion pictures and sound recordings of radio programs

broadcast before 1938. The records of the regional offices consist of records of the Offices of the Directors, 1934-47; records of the Divisions, 1934-47, including project records, 1934-47; and farm ownership case files, 1937-46. The records of the county offices consist of rural rehabilitation case files, 1934-44.

Including the regional records already mentioned, a considerable quantity of records of the Farmers Home Administration and its predecessors have been disposed of because they duplicated information in retained records or because they were of insufficient intrinsic value to warrant keeping them any longer.

Related records are to be found in other record groups in the National Archives, as follows:

Record Group 16, Records of the Office of the Secretary of Agriculture, contains (1) records relating to the general supervision and coordination of the work of the Farm Security Administration and the Farmers Home Administration, located in the general correspondence file, 1937-52, (2) records of the War Food Administrator, 1943-45, concerning his administrative supervision of the Farm Security Administration, (3) records of the Washington office of the General Counsel of the Resettlement Administration, 1935-37, which were transferred to the Office of the Solicitor of the Department, (4) warranty deeds to land acquired by the Resettlement Administration, 1935-37, (5) weekly, bimonthly, and monthly progress reports on work of the Resettlement Administration and the Farm Security Administration, 1935-38, and (6) correspondence of the Secretary concerning the administration of the Crop Production and Seed Loan Offices, 1918-33;

Record Group 48, Records of the Office of the Secretary of the Interior, contains material in the Secretary's general correspondence, 1933-36, concerning the overall administration of the work of the Division of Subsistence Homesteads;

Record Group 69, Records of the Work Projects Administration, contains correspondence of the Washington office of the Federal Emergency Relief Administration, 1933-36, under the subject "Rural Rehabilitation," dealing with both the central office and State administration of the program;

Record Group 79, Records of the National Park Service, contains records concerning certain Recreational Demonstration Projects (later Areas) that were transferred from the Resettlement Administration to the Service in November 1936, the principal series being (1) general correspondence dealing with policy, program, and administrative matters, (2) project records, and (3) records concerning disposal of the Areas by transfer--the overall dates for these series being 1934-48;

Record Group 83, Records of the Bureau of Agricultural Economics, contains correspondence concerning land-use planning, 1931-38, and related records, some of which were created by the Land Policy Section of the Agriculture Adjustment Administration, 1934-35, and its successor, the Land Use Planning Section of the Land Utilization Division, 1935-37;

Record Group 94, Records of the Adjutant General's Office, contains records relating to the evacuation of Japanese-Americans from the west coast, 1941-43, including reports of the Farm Security Administration on its participation in this activity;

Record Group 95, Records of the Forest Service, contains warranty deeds and other title papers, 1935-37 and 1940, to land taken over from the Resettlement Administration;

Record Group 103, Records of the Farm Credit Administration, contains minutes and general correspondence of the Federal Farm Loan Board, 1916-33, some of which concern supervision of the seed loan program;

Record Group 114, Records of the Soil Conservation Service, contains correspondence, microfilm copies of land acquisition files, maps, a "historical file" concerning land utilization programs, and samples of job plans, 1933-42, of the Land Utilization Division;

Record Group 126, Records of the Office of Territories, contains correspondence, 1935-39, concerning a project organized by the Federal Emergency Relief Administration to resettle destitute families of the Middle West in the Matanuska Valley of Alaska;

Record Group 145, Records of the Commodity Stabilization Service (formerly the Agricultural Adjustment Administration), contains material in the central files reflecting activities of the Land Policy Section, 1934-35;

Record Group 207, General Records of the Housing and Home Finance Agency, contains records of the Central Housing Committee, 1935-42;

Record Group 210, Records of the War Relocation Authority, contains microfilmed files of the Wartime Civil Control Administration, War Department, 1942-43, concerning the removal of Japanese from the west coast; and

Record Group 224, Records of the Office of Labor (War Food Administration), contains correspondence on the recruitment, transportation, and medical care of farm workers, 1943-44.

Most of the records of the Farmers Home Administration outside the National Archives are either retained by that agency or are in Federal Records Centers outside Washington, D. C. Records in the agency consist of

correspondence of the Office of the Administrator, 1946 to date; certain loan records; and other central office records. Current loan records are maintained in the field. Records in the Records Center at Alexandria, Va., that were created or inherited by the Farmers Home Administration are as follows: correspondence of the Office of the Administrator of the Farm Security Administration, 1943-46; correspondence, reports, case files on unpaid loans (ca. 1931-49), general ledgers, and other accounting records of the Emergency Crop and Feed Loan Division, 1924-49; and correspondence, minutes of meetings, audit reports, and loan case folders of the Regional Agricultural Credit Corporation, 1931-50. There is a large quantity of fiscal records relating to loans, 1929-47, in the Federal Records Center at Fort Worth, Tex. Records of the Farm Credit Administration, still retained by that agency, consist of general correspondence concerning the overall administration of the Emergency Crop and Feed Loan Division, 1933-46.

Related records in the Federal Records Center at Alexandria, Va., are as follows:

Record Group 103, Records of the Farm Credit Administration, contains records concerning the seed-grain loan program of the Department of Agriculture, consisting largely of correspondence between the Federal Farm Loan Board and Federal land banks in certain States, 1918-26;

Record Group 196, Records of the Public Housing Administration, contains records concerning nonfarm resettlement projects, 1936-52, case files on subsistence homesteads projects, 1936-52, and certain project fiscal records; and

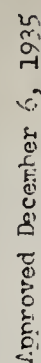
Record Group 210, Records of the War Relocation Authority, contains records relating to the relocation of Japanese and the disposal of their lands on the Pacific coast, 1942-46.

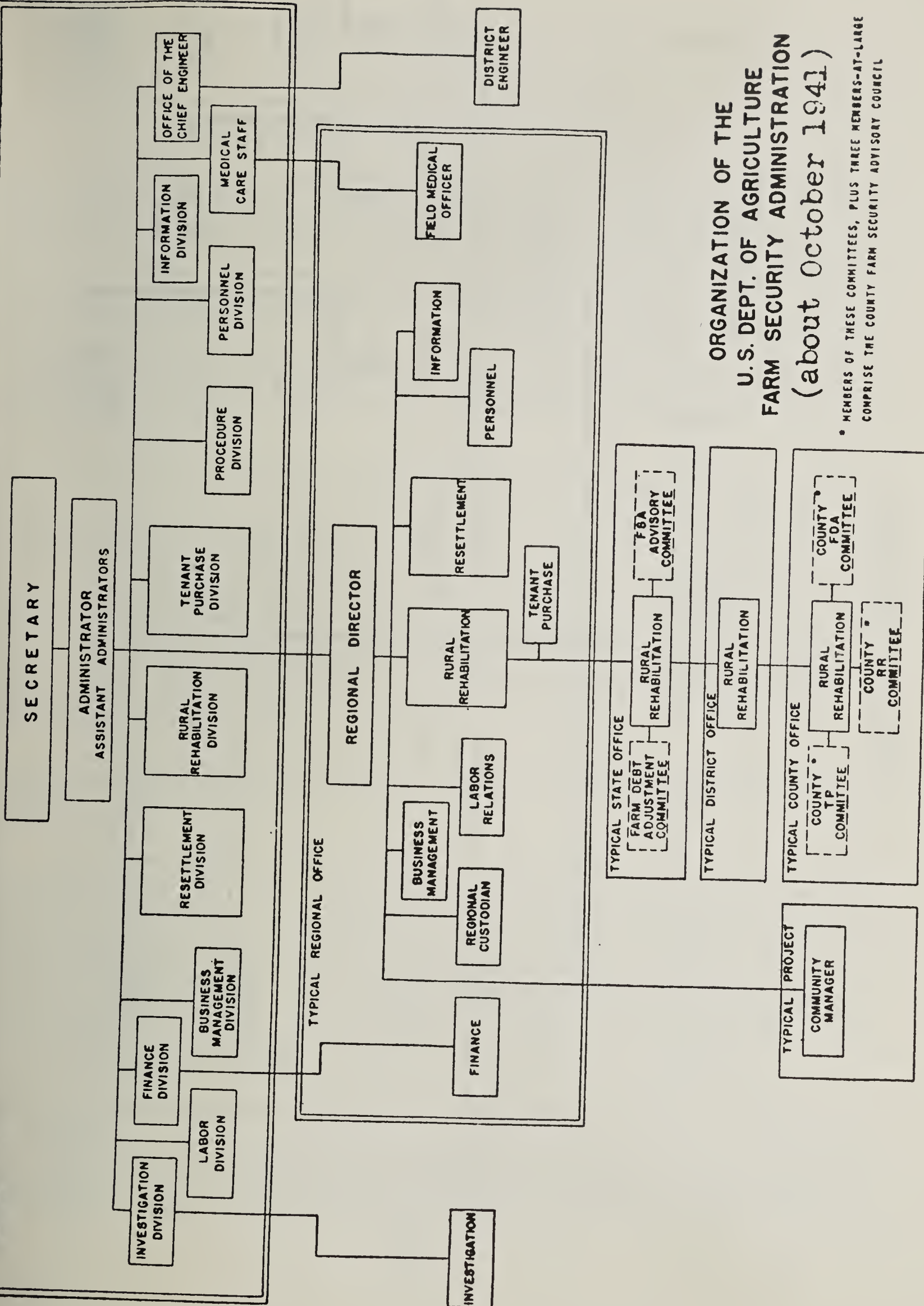
Personnel folders for employees separated from the Federal service for more than 1 year have been transferred to the Federal Records Center, St. Louis, Mo.

The basic descriptions of the maps were supplied by Charlotte M. Ashby of the Cartographic Records Division and those of motion pictures and sound recordings by H. Stephen Helton of the Motion Picture Branch of the Audio-Visual Records Division.

Heads of the Farmers Home Administration and Its Predecessors

<u>Head</u>	<u>Agency</u>	<u>Period of Service</u>
Milburn L. Wilson	Division of Subsistence Homesteads, Department of the Interior	1933-34
Charles E. Pyncheon	Division of Subsistence Homesteads, Department of the Interior	1934-35
Lawrence W. Westbrook	Rural Rehabilitation Division, Federal Emergency Relief Administration	1934-35
Rexford G. Tugwell	Resettlement Administration	1935-36
Will W. Alexander	Resettlement Administration	1937
Will W. Alexander	Farm Security Administration	1937-40
Calvin B. Baldwin	Farm Security Administration	1940-43
Frank H. Hancock	Farm Security Administration	1943-45
Dillard B. Lasseter	Farm Security Administration	1945-46
Dillard B. Lasseter	Farmers Home Administration	1946-53
Robert B. McLeaish	Farmers Home Administration	1953-56
Kermit H. Hansen	Farmers Home Administration	1956-

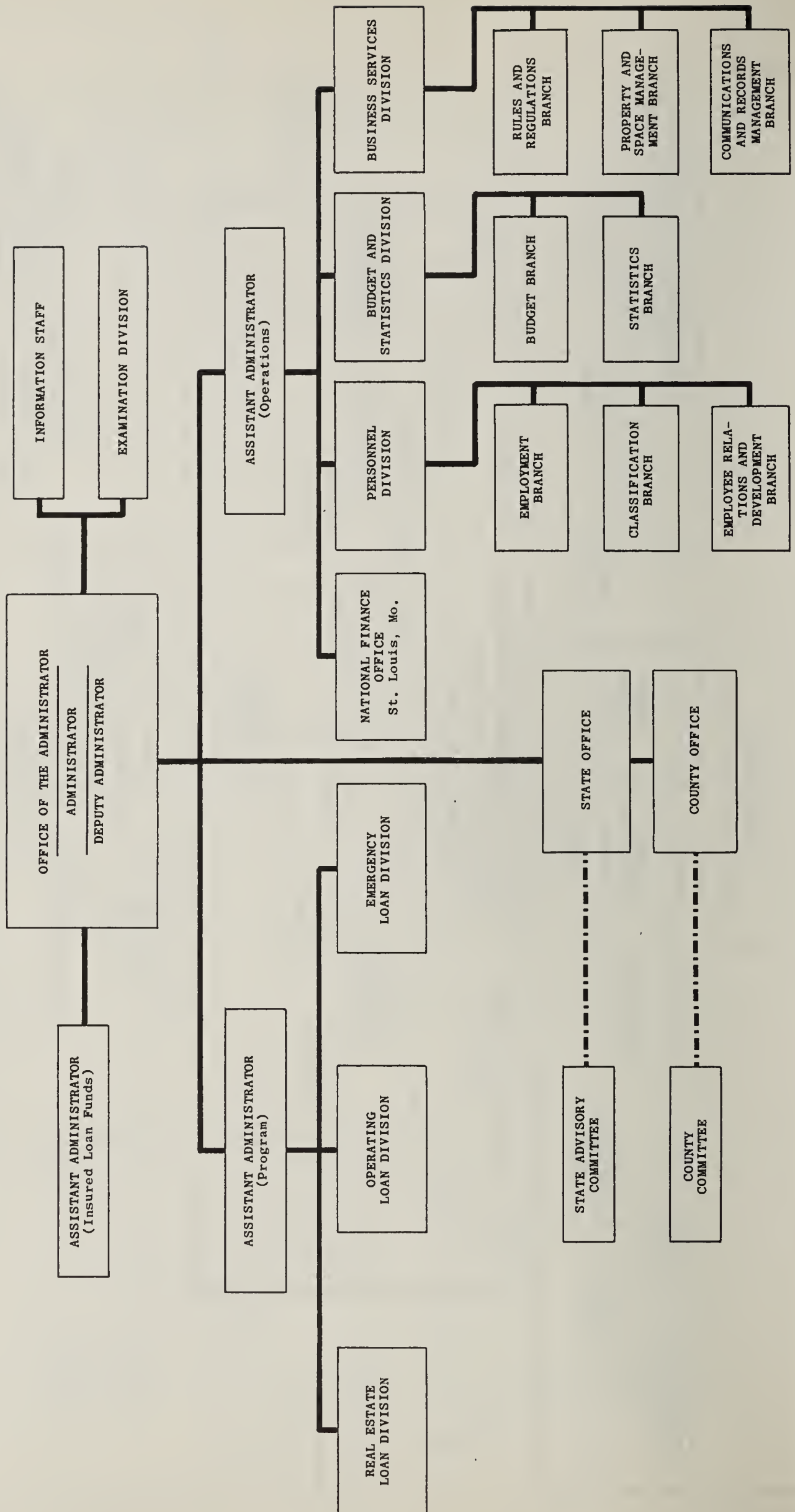




ORGANIZATION OF THE
U.S. DEPT. OF AGRICULTURE
FARM SECURITY ADMINISTRATION
(about October 1941)

* MEMBERS OF THESE COMMITTEES, PLUS THREE MEMBERS-AT-LARGE
COMPRISE THE COUNTY FARM SECURITY ADVISORY COUNCIL

FARMERS HOME ADMINISTRATION
Organization as of December 1956



RECORDS OF THE FARMERS HOME ADMINISTRATION

RECORDS OF THE CENTRAL OFFICE

Records of the Office of the Administrator

The Administrator of the Resettlement Administration—from the time the agency was created in April 1935 to the time of its transfer to the Department of Agriculture in December 1936—was Rexford Guy Tugwell, who at the same time served as Under Secretary of Agriculture. In his Office on July 1, 1935, there were two Assistant Administrators, an Assistant to the Administrator, and an Executive Assistant. By June 30, 1936, there were a Deputy Administrator, six Assistant Administrators, an Executive Assistant, three Special Assistants, and the General Counsel. The Administrator was also aided by an Advisory Committee and a Policy Board, the first counseling him on liaison with the Department, the second on policy and methods.

The first Administrator of the Farm Security Administration was Will W. Alexander. (For a list of Administrators of the Farmers Home Administration and its predecessors, see page 9.) Under him were 3 Assistant Administrators and 12 assistants, who acted as his consultants and who were also the heads of the following divisions: Finance, Labor, Information, Rural Rehabilitation, Office of the Chief Engineer, Tenant Purchase, Business Management, Personnel, Investigation, Resettlement, and Procedure. In addition, there was a medical care staff. During 1942 certain administrative, investigative, and fiscal functions were transferred to Cincinnati, Ohio, but by late July or early August 1944 they had been returned to Washington.

The Administrator's Office under the Farmers Home Administration remained substantially the same as it had been under the Farm Security Administration.

All three agencies—the Resettlement Administration, the Farm Security Administration, and the Farmers Home Administration—classified their general correspondence and most other central office and regional files by numeric-subject schemes. The first of these schemes was originated in the Resettlement Administration in September 1935 and was reissued with some changes in January 1937. A new classification scheme was adopted by the Farm Security Administration in 1942 and is still in use. Copies of the classification manuals and the accompanying alphabetic-subject lists are available to the searcher.

GENERAL CORRESPONDENCE MAINTAINED IN THE WASHINGTON OFFICE. 1935-38.
34 ft.

This is a series of general correspondence that was left in Washington¹ when part of the Farm Security Administration was moved to Cincinnati in April 1942. (For correspondence transferred to or originating in Cincinnati,

see entry 2.) It relates to the overall administration of the Resettlement and the Farm Security Administrations and the operation of their programs. There is considerable material relating to the making of supervised rehabilitation loans, the allocation of emergency grants, the establishment of full-time and part-time farming communities, the adjustment of farm debts, and the conversion of submarginal land to forests and wild-life preserves. Arranged according to the classification scheme of 1935. For an abridged list of numeric-subject headings used in this scheme, see appendix I; and for an alphabetic list of some of the important subjects covered in the correspondence, see appendix II.

GENERAL CORRESPONDENCE MAINTAINED IN THE CINCINNATI OFFICE. 1935-42.

122 ft.

Most of this series was transferred from Washington to the Cincinnati office, although material was added to the file until January 1943 when a new file was begun. This series supplements and continues the correspondence described in entry 1, covers the same subject matter, and is arranged according to the same classification scheme. Subsequent general correspondence of the Office of the Administrator, 1943-46, is in the Federal Records Center, Alexandria, Va. The correspondence for the period 1946 to date is retained by the Farmers Home Administration. Appendixes I and II present in greater detail the organization and contents of this series as they do also for the correspondence left in Washington.

CORRESPONDENCE RELATING TO PARTICIPATION IN THE DEFENSE PROGRAM. 1940-42.

5 ft.

Concerns mainly the efforts of the Farm Security Administration to increase food production and conservation as part of the defense program. The series also pertains to the relocation of families living on land used for Government military reservations and defense plants. Information summarizing the agency's participation in the defense program as a whole can be found in correspondence classified 183 Reports (General), and information on relocation matters in correspondence classified 505 Relocation. Arranged according to the classification scheme of 1935.

MAPS OF THE UNITED STATES SHOWING FARM PROBLEM AREAS AND LOCATION OF

FARM SECURITY ADMINISTRATION HOMESTEADS, 1935 and 1940. 2 items.

A photoprocessed map showing areas in which farm problems appeared to warrant a change from crop farming to other land use, and a printed map showing the location of Farm Security Administration homesteads by type of development.

Records of the Rural Rehabilitation Division

The Rural Rehabilitation Division of the Federal Emergency Relief Administration was established on April 1, 1934, by authority of the Federal Emergency Relief Appropriation Act of 1933 (48 Stat. 55), to make loans to destitute rural families to buy livestock, feed, and supplies. The rehabilitation program was transferred to the Resettlement Administration,

effective June 30, 1935, by an order of the Administrator of the Federal Emergency Relief Administration, dated June 19, 1935. Records of the Federal Emergency Relief Administration relating to this function for the period before June 30, 1935, are to be found in the correspondence of its central office in Record Group 69.

The Resettlement Administration had planned to carry on its rehabilitation work through State Rehabilitation Corporations; however, an adverse ruling made by the Comptroller General on June 22, 1935, prevented this. It was therefore necessary to provide new administrative machinery if the work was to continue. Accordingly, on July 1, 1935, both the rehabilitation and resettlement work were assigned to a Rural Resettlement Division, which continued to operate until December 1, 1935. It then became necessary to separate the functions again and a new Rural Rehabilitation Division was created. This Division operated throughout the existence of the Resettlement Administration and the Farm Security Administration, its functions being absorbed by the Production Loan Division of the Farmers Home Administration shortly after that agency was created in August 1946.

Under the Federal Emergency Relief Administration's rehabilitation program, the Federal Government allocated money directly to the States, which in turn dealt with the farmers through their State Rehabilitation Corporations. The administrative records of these Corporations were transferred to the Resettlement Administration, but they are not described in this inventory because they are still retained by the Farmers Home Administration in its capacity as trustee. Some loan folders established by these Corporations may be included among those described in entries 133 and 134.

Under the rehabilitation program of the Resettlement Administration, the Federal Government made loans directly to the farmers. In the beginning these loans were made at 5 percent interest to destitute and low-income farm families, who could not obtain credit elsewhere, to purchase agricultural supplies and equipment. As another condition for obtaining loans, the farmers agreed to follow farm and home management plans formulated by the Resettlement Administration. In Executive Order 7143 of August 19, 1935, the President prescribed rules and regulations for the making of these loans. For selected and other case files on paid-in-full rural rehabilitation loans, see entries 133 and 134.

A major activity of the Rural Rehabilitation Division, closely connected with the loan program, was the Farm Debt Adjustment Program, originally instituted in October 1933 at the request of the President and sponsored by the Farm Credit Administration. The purpose of this program was to bring distressed debtors and their creditors together to discuss their mutual problems and to arrange for the reduction of farm debts. When the program was transferred to the Resettlement Administration on September 1, 1935, it became the responsibility of the Division, which carried on the work largely through its Farm Debt Adjustment Section. This Section, in turn, cooperated with voluntary State and county farm debt adjustment

committees and with district supervisors, who were also employed by the Resettlement Administration. The committees were appointed by the Governors of the States and served without pay except for expense allowances. In June 1936 there were 47 State committees composed of 475 members, and 2,864 county committees composed of 12,519 members.

About 1937 the Farm Security Administration extended its loan program to cooperative associations to enable them to purchase farm equipment, machinery, and services that individual farmers could not afford. In addition, loans were made, up to 1942, to eligible cooperative associations operating creameries, canning plants, warehouses, cold-storage lockers, and other businesses. Emergency grants were made to needy farm families for food, clothing, shelter, and medical aid, in addition to or instead of regular loans. Cash grants were also made to disaster victims.

GENERAL CORRESPONDENCE. 1935-38. 22 ft.

5

Consists of parts of the Division's central files pertaining largely to its supervision of field office activities under the loan programs. These activities are reflected especially in the correspondence classified as follows: 070 Cooperation (with Federal agencies and private groups), 160 Public Relations, 500 Rehabilitation, 505 Relocation (resettlement of individuals and families by the Government), 510 Appeals (for aid), 520 Loans and Grants, 530 Plans (rehabilitation plans for clients), 550 Investigation and Selection (of rehabilitation clients), and 570 Debt Adjustment. Arranged according to the classification scheme of 1935.

CORRESPONDENCE RELATING TO COMPLAINTS. 1935-42. 389 ft.

6

Chiefly correspondence between the Administrator and rural rehabilitation applicants or clients, and between clients and Members of Congress. Arranged alphabetically by name of applicant or client.

Records of the Cooperative Division

The Rural Rehabilitation Division of the Resettlement Administration handled loans to cooperatives from 1935 to 1942 when that function was assigned to a Cooperative Division, set up for this purpose by the Farm Security Administration. This Division made loans until 1946 when the Farmers Home Administration Act required that all cooperative associations be liquidated. The actual loan period was from 1935 to 1946; the liquidation period, from 1946 to 1954.

The cooperatives were organized chiefly for the purpose of buying equipment, supplies, and services that were beyond the reach of the individual. They numbered over 10,000, and most of them were agricultural in character. There were, however, other types.

The major kinds of cooperatives were (1) agricultural--having to do with major field crops, gardening, livestock, soil improvement, and forestry; (2) industrial--carrying on manufacturing with such materials as

metals, glass, textiles, leather, and chemicals; (3) social--working for better educational, recreational, medical, and religious opportunities; and (4) trading--operating in the fields of warehousing and storage, transportation, stores and markets, service establishments, and utilities.

The cooperative associations fall into the following two groups:

Group 1--those financed through a direct loan or combination loan and grant from the Government. They were generally organized as projects and varied greatly in organization and type.

Group 2--those sponsored or supervised but not directly financed by a loan from the Government. They were more standardized in nature than the associations in Group 1 and were, for the most part, health and service associations formed by clients who had obtained individual loans from the Government.

All the retained records of the associations in Group 1 have been accessioned by the National Archives. The Farmers Home Administration, at the suggestion of the National Archives, selected records in Group 2 from 134 agricultural areas, the same type of sampling system being used as the one for the rural rehabilitation paid-in-full loan folders. The records in Group 1 that were not screened in the Department of Agriculture have been combined with the records in Group 2 and are described in entry 7. A list of cooperative associations, by States, has been compiled in the National Archives and is available to searchers.

RECORDS OF AND RELATING TO COOPERATIVE ASSOCIATIONS. 1935-54.
335 ft.

Correspondence, reports, and other papers of the central office and field offices that document the creation, operation, and liquidation of the cooperative associations. In general, but with some variations, the records for each association consist of (1) a charter, articles of incorporation, bylaws, minutes of meetings, resolutions, and some information on the matter of organization; and (2) documents reflecting (a) economic justification, (b) plans and objectives, (c) methods of operation, (d) technical, financial, and supervisory assistance given by the Government, (e) methods of accountability used, and (f) the process of liquidation of the cooperatives. Records screened out of this series were chiefly working papers, duplicate copies of audit reports, and routine accounting records. Arranged alphabetically by State, thereunder alphabetically by name of cooperative association.

RECORDS OF AND RELATING TO COOPERATIVE ASSOCIATIONS IN ALABAMA AND ARIZONA. 1935-54. 22 ft.

These records are similar to those described in entry 7 except that they have been weeded of all duplicate material. Additional records for these States are also included in the preceding series. Arranged alphabetically by State, thereunder by Group 1 or Group 2, thereunder alphabetically by name of cooperative association.

Records of the Division of Subsistence Homesteads

The Division of Subsistence Homesteads of the Department of the Interior was organized on August 23, 1933, under provisions of Executive Order 6209 of July 21, 1933, in which the President designated the Secretary of the Interior as his agent in carrying out the subsistence homesteads program, which had been authorized by section 208, Title II, of the National Recovery Act of June 16, 1933 (48 Stat. 205). This section of the act empowered the President to designate an agency to make loans for the purchase of subsistence homesteads. Congress appropriated \$25 million to finance this program, with the provision that homesteaders' repayments were to be placed in a revolving fund to pay for its continuance.

By his order of December 2, 1933, the Secretary of the Interior set up the Federal Subsistence Homesteads Corporation to carry out the program, and this Corporation, in turn, set up subsidiary corporations to operate each project. This method of operation proved to be unsatisfactory in certain respects. The Secretary therefore issued another order, effective April 13, 1934, placing the projects under direct control of the Division.

As originally organized on March 1, 1934, the Division of Subsistence Homesteads had three main sections: (1) Planning, (2) Construction, and (3) Operations (later Community Management).

Most of the projects were of the subsistence homesteads type, designed to aid part-time, low-wage, "stranded," or destitute workers and their families. There were many subtypes and variations in these projects, depending on community situations and resources, and on social and economic conditions. Some type-descriptions of these different kinds of projects, as they appear in project records, are as follows: "a project for resettlement of iron workers and other low-income families from slum areas," "a garden-type project," "a stranded group community for the rehabilitation of destitute mining families," and "an agricultural community project for resettlement of destitute and low-income . . . families."

When the Federal Emergency Relief Administration and the Agriculture Adjustment Administration organized programs of rural rehabilitation in 1934, the Division of Subsistence Homesteads discontinued setting up new rural projects. Its functions were transferred to the Resettlement Administration by Executive Order 7041 of May 15, 1935, and were assigned to the Rural Resettlement Division when it was created in July 1935. This Division completed some of the projects and discontinued others. (For records of the Resettlement Division concerning subsistence homesteads projects, see entry 13.) On October 1, 1942, the nonfarm projects were transferred from the Farm Security Administration to the Federal Public Housing Authority, in accordance with provisions of Executive Order 9070 of February 24, 1942.

CORRESPONDENCE WITH THE GENERAL PUBLIC TO WHICH INDIVIDUAL REPLIES WERE MADE. 1933-35. 19 ft.

Letters received, with attached copies of letters sent, classified 011, Requests for General Information. Most of these letters were received from individuals asking to be located on a homestead project; others came from State and local governments and from private agencies, supporting or criticizing proposals for the establishment of projects. Practically all the letters contain "human interest" information on social and economic conditions, not readily available elsewhere. Many also reveal the state of mind prevailing among certain sections of the population during the period 1933-35. Since the subsistence homesteads program became the object of considerable criticism, this correspondence, which documents the public reaction to it, is of more than ordinary interest. Arranged alphabetically by name of correspondent.

CORRESPONDENCE WITH THE GENERAL PUBLIC, ANSWERED BY FORM LETTERS. 1933-35. 28 ft.

This correspondence is the same in subject matter and arrangement as the series described in entry 9 except that it is classified 012, Form Letters.

CORRESPONDENCE CONCERNING PROPOSED SUBSISTENCE HOMESTEADS PROJECTS. 1933-35. 7 ft.

Letters received from and copies of letters sent to individuals and organizations proposing the establishment of subsistence homesteads projects. Arranged alphabetically by name of correspondent.

CORRESPONDENCE PERTAINING TO A CENSUS OF PART-TIME FARMING. 1933-34. 6 in.

Correspondence of the Director and staff officers of the Division with State supervisors and others, chiefly concerning a census of part-time farming, which was also participated in by the Civil Works Administration. Some census forms and instructions are included. Arranged alphabetically by State, thereunder chronologically.

Records of the Resettlement Division

The Rural Resettlement Division of the Resettlement Administration was established in July 1935. By a reorganization of December 1935 only the resettlement functions remained in the Division, which was accordingly renamed the Resettlement Division early in 1937. In addition to its supervision of subsistence homesteads projects, this Division planned resettlement projects, which involved placing low-income families on good land on a purchase or lease basis, establishing cooperative and community facilities, and managing the projects. The projects were under the direction of one of two Assistant Regional Directors in the regional office; locally, they were usually under the supervision of a community manager, who reported directly to the regional office.

The resettlement projects were primarily of three types: (1) full-time farm community projects, planned to accommodate from 100 to 300 families on contiguous farms; (2) individual farms operated full-time, which were scattered within established communities; and (3) small garden and truck farms, from 3 to 5 acres in size, for families whose income was, in large part, secured by other than agricultural employment. Settlers were selected for all types of projects from among the following classes of farm families: (1) those residing on land purchased by the Government in its land retirement program; (2) those who had been under the guidance of the rural rehabilitation program for 2 years and who had established their qualifications as resettlement clients; (3) successful farm tenants who were looking for the security of a permanent tenure on modest farms; and (4) young people desiring to make a career of farming.

On June 30, 1937, there were 122 active resettlement projects, which provided homes for approximately 14,000 families. Certain projects were transferred from the Federal Emergency Relief Administration; others were planned and developed entirely by the Resettlement Administration. In September 1937 the Farm Security Administration was authorized to complete those resettlement projects already begun by its predecessors, but it was directed not to set up any new ones.

Three suburban resettlement projects--Greenbelt in Maryland, Greendale in Wisconsin, and Greenhills in Ohio--were transferred from this Division to the Federal Public Housing Authority on October 1, 1942, along with the subsistence homesteads projects.

The Resettlement Division was also responsible for the construction and operation of migratory labor camps. In the decade preceding World War II more than 300,000 workers were moving from harvest area to harvest area to assist in the gathering of crops. The migratory labor camps were intended to provide temporary shelter and a few sanitary facilities for these workers and their families. In 1939 the Farm Security Administration developed mobile migratory labor camps that could be moved by truck from one area to another, as the migrant families followed the crops. Permanent homes, each with a small garden, were added to the permanent camps and were rented to families who could find fairly continuous employment in the neighborhood. Most of the camps were located in 7 States--California, Oregon, Washington, Idaho, Arizona, Texas, and Florida.

Supervision of the 95 migratory labor camps was transferred in June 1943 to the Office of Labor, War Food Administration, to be operated as farm labor supply camps for the use of foreign laborers brought into the country to harvest essential crops. After the end of World War II the Public Housing Administration was given authority to dispose of the camps.

Records of the Farm Security Administration, 1935-43, relating to the operation of migratory labor camps and to operating personnel, were also transferred in 1943 to the Office of Labor, War Food Administration. These

records, subsequently transferred to the National Archives and allocated to Record Group 96, are described in entries 14, 15, 16, and 18.

When World War II came the Federal Government purchased large areas for defense industrial sites and army camps, thus depriving some farmers of their land. The Government therefore had to purchase other land on which to relocate these farmers. The Farm Security Administration carried on this activity through Defense Relocation Corporations that were set up in a number of States, after their approval by the Secretary of Agriculture. These Corporations were financed with funds advanced to the Secretary by the Reconstruction Finance Corporation, as authorized by the Emergency Relief Appropriation Act of 1941 (54 Stat. 611) and the Department of Agriculture Appropriation Act of 1942 (55 Stat. 408); they were incorporated under the laws of the States in which they were organized. The Farm Security Administration County Supervisors aided displaced families in moving from areas acquired for Army, Navy, and defense industry use, chiefly in the South and Middle West. Only two Defense Relocation Corporations were established before 1941--the Alabama Defense Relocation Corporation and the Hinesville (Georgia) Defense Relocation Corporation. All the Corporations were abolished as a result of the Comptroller General's rulings of March 5, 1942, and May 18, 1942, both numbered B-23881. The properties and farm projects of the Defense Relocation Corporations were disposed of by sale, as authorized by the agricultural appropriation acts of 1944, 1945, and 1946.

For a time the Farm Security Administration was also concerned with providing temporary shelters for urban war workers, but this responsibility was transferred to the National Housing Agency by an Executive order of February 24, 1942.

The Resettlement Division was abolished in 1942; its functions were transferred to the Management Division, then retransferred in 1945 to the Project Sales Division. The Management Division was concerned with the operation of the projects, and the Project Sales Division with their liquidation. The projects were all liquidated by 1948.

GENERAL CORRESPONDENCE. 1935-42. 38 ft.

Relates to all phases of the work in the planning, construction, and operation of resettlement projects, particularly the three major types: (1) farm-community projects, (2) scattered farm projects, and (3) subsistence homesteads projects. Several regional office reports on resettlement projects are included. Three important reference aids relating to the resettlement projects are available: the Project Description Book containing a 1-page summary of each project, for the period March through December 1936, and two Project Registers containing brief descriptions of each project, including project number, name, location, and status, one Register for the period June 1936 to March 1938, the other for July 1943. This series also documents the overall direction of migratory labor camps. Arranged according to the classification scheme of 1935.

13

CORRESPONDENCE CONCERNING MIGRATORY LABOR CAMPS. 1935-43. 12 ft. 14

Relates chiefly to the establishment and details of the operation of migratory labor camps but also to housing, health, employment, and general conditions of the migrants, especially those on the west coast. There is some correspondence concerning the transportation of migratory workers and the importation of Mexican workers for the harvest seasons during 1942 and 1943, the period of wartime labor shortage. Arranged according to the classification scheme of 1935.

CORRESPONDENCE OF THE CHIEF ENGINEER CONCERNING CONSTRUCTION OF MIGRATORY LABOR CAMPS. 1938-43. 4 ft. 15

Correspondence conducted chiefly with the District Engineers, District Fiscal Officers, and contractors concerning engineering and fiscal aspects of work performed under the contracts. There are records for camps in Arkansas, Arizona, California, Colorado, Florida, Idaho, Missouri, North Carolina, Oregon, Texas, and Washington. For each project there is a folder of general correspondence, followed by folders of correspondence relating to different phases of the work. Arranged alphabetically by State, thereunder by project number.

CONTRACT FILES CONCERNING CONSTRUCTION OF MIGRATORY LABOR CAMPS. 1938-43. 7 ft. 16

Maintained in the office of the Chief Engineer, Farm Security Administration, these files consist of copies of specifications, bids, and contracts negotiated with private contractors for the construction of migratory labor camps. There are a few folders of correspondence regarding overall contract policies. There are records for camps in the same States as those mentioned in entry 15, except North Carolina and Oregon, and also records concerning the construction of camps in Michigan and New Jersey. Arranged alphabetically by State, thereunder by name of camp, thereunder in folders according to different phases of work performed under the contracts.

RECORDS CONCERNING OPERATION OF THE DEFENSE RELOCATION CORPORATIONS. 1941-53. 112 ft. 17

Correspondence, articles of incorporation, minutes of meetings, bylaws, resolutions, audit reports, deeds, options, leases, maps, relocation project reports, and other records pertaining to the acquisition, leasing, and disposition of property by the Corporations. Arranged alphabetically by State, thereunder unarranged.

CORRESPONDENCE RELATING TO THE CONSTRUCTION OF FARM LABOR SUPPLY CENTERS. 1943-44. 1 ft. 18

Concerns mainly engineering problems and labor wage rates as they pertain to the construction of farm labor supply centers or camps by the Office of Labor of the War Food Administration and by the Farm Security Administration, as part of the wartime agricultural program. Included are a few reports on the operation of the centers. Arranged by region, thereunder by project number.

Records of the Project Management Division

This Division, set up in 1935 primarily to manage the resettlement projects, began as the Management Division of the Resettlement Administration. When the Resettlement Administration bought land for these projects, it withdrew taxable property from local tax assessments. This imposed a heavy burden on local tax districts, making it almost impossible for many of them to meet current expenses and to keep rural schools going.

The problem of lost local tax revenue was investigated for the Resettlement Administration by the Bureau of Agricultural Economics. On the basis of the Bureau's findings, the Administration entered into agreements with local tax districts to make payments in lieu of taxes. These payments were authorized by section 2 of the Bankhead-Black Act, approved June 29, 1936 (49 Stat. 2035), and were made largely to reimburse those local public taxing units supplying public or municipal services free to persons occupying nontaxable projects.

This program, along with the operation of the projects, became the responsibility of the Project Management Division, successor to the Management Division. By 1948 the Federal Government had sold the last of the land set aside for these projects.

CASE FILES CONCERNING PAYMENTS IN LIEU OF TAXES. 1935-48. 74 ft. 19

Consist of three sets of records that were amalgamated by the Department into one series, after removal of duplicate material. These sets of records, as originally constituted, were (1) records created by the Project Management Division and its predecessor; (2) certain records maintained by the Farmers Home Administration and its predecessors in their central offices in Washington; and (3) records concerning tax assessment investigations made by the Bureau of Agricultural Economics. Each case file generally contains the following: (1) correspondence of the Division with various bureaus or units of the Department and with local taxing units, (2) requests and economic justifications for payments in lieu of taxes, (3) agreements and renewal agreements to make payments, (4) legal description of land covered, and (5) vouchers showing payments to local governments. Arranged by region, thereunder generally alphabetically by State, thereunder by project number, thereunder by case number. There is available a list of these folders, including names of local taxing units, and an explanation of the coded case numbers necessary to servicing or searching them.

Records of the Farm Ownership Division

Title I of the Bankhead-Jones Farm Tenant Act of 1937 authorized the Farm Security Administration to make loans to farm tenants, farm laborers, sharecroppers, and others to acquire farms and to construct or repair farm buildings. Funds for the tenant-purchase loans were apportioned among the States and Territories on the basis of farm population and the number of

farm tenants. Counties in which the loans were to be made were then designated by the Secretary of Agriculture, on the recommendation of each State Advisory Committee of the Farm Security Administration.

The Tenant Purchase Division, created in 1937 and renamed the Farm Ownership Division in July 1942, was organized to carry out this program for the Administrator. Tenant Purchase Sections, later called Farm Ownership Sections, were set up in the regional offices to supervise the tenant-purchase program in the field. These Sections were under the direction of an Assistant Regional Director, who also headed the regional Rural Rehabilitation Division. Selection of the applicants who were to receive loans was made by a county committee of three, at least two of whom were local farmers. Preference was given to families who could make a down payment on a farm or who had sufficient livestock and equipment to carry on farming operations, as well as to those demonstrating initiative and managerial ability. The county committee ascertained whether the price of the farm was reasonable and also whether a farm could produce enough income to support the family and at the same time repay the loan.

The Farm Security Administration County Supervisor helped the farmer to locate a suitable farm and to work out a plan for its efficient operation. Tenant-purchase and farm-ownership loans were repayable over a period of 40 years at 3 percent interest and, when necessary, the loans were made large enough to permit land improvement. Many borrowers were able, under the variable payment plan, to repay the total amount of their loans in a short time because of increased income. Veterans had to meet the general requirements of the regular borrowers, but they received priority, without regard to locality, when loans were allocated. Under the Farmers Home Administration Act of 1946, owners of small or underdeveloped farms could get loans for the purchase of additional acreage in order to become full-time farmers. They could also secure development loans to clear their land, to erect buildings, and to make other essential improvements.

GENERAL CORRESPONDENCE. 1937-42. 34 ft.

20

Relates to all phases of the work of the Tenant Purchase Division and, to a lesser degree, of its successor, the Farm Ownership Division. Much of the correspondence pertains to loans to tenant farmers, sharecroppers, and some former rehabilitation clients to enable them to buy farms; to activities of State and county advisory committees in helping carry out the tenant program; and to the acquisition of suitable farms for tenant-purchase borrowers. Arranged according to the classification scheme of 1935.

Records of the Emergency Crop and Feed Loan Division

At the suggestion of the Secretary of Agriculture, President Wilson, in a letter of July 26, 1918, authorized the diversion of \$5 million from the fund for national security and defense for use in the relief of drought-stricken farmers. The Department of Agriculture and the Treasury Department jointly formulated the initial policies and decided on the kind and

extent of the aid to be given. The Treasury Department also established the financial requirements for the eligibility of applicants for loans and disbursed the funds through Federal land banks in the stricken areas. The Federal Farm Loan Board supervised these land banks, in this connection promulgating certain loan procedures and regulations with which the banks had to comply. The Department of Agriculture designated the emergency areas and had the power, exercised through its field representatives, to approve or disapprove the loan applications. One requirement of applicants was that they use seed and agricultural methods approved of by the Department.

Secretary of Agriculture Houston appointed Assistant Secretary George I. Christie to administer the loan program and to set up in his office a Crop Production Loan Office and a Seed Loan Office. Acting as the financial agents of the United States, the Federal land banks handled the fiscal details involved in making the loans and collecting them. Loans for feed, fertilizers, fuels, and oils were made on somewhat the same basis as the seed-grain loans. The first annual appropriation for loans to farmers in drought-stricken areas was made in 1921. By 1931 the program had become nationwide.

This program was carried on in the Office of the Secretary of Agriculture until early in 1933 when Executive Order 6084 of March 27, 1933, transferred the Crop Production Loan Office and the Seed Loan Office to the Farm Credit Administration where, in 1936, the two loan offices were combined to form the Emergency Crop and Feed Loan Section. In 1943 this Section was renamed the Emergency Crop and Feed Loan Division.

Under the Farm Credit Administration, a Division Director supervised activities in the central office and in each of 11 regional offices, located in the following cities: Baltimore, Md., Columbia, S. C., Dallas, Tex., Memphis, Tenn., Omaha, Nebr., St. Louis, Mo., St. Paul, Minn., Salt Lake City, Utah, Spokane, Wash., Springfield, Mass., and Wichita, Kans. Each of these regional offices was under a regional manager.

The act of August 14, 1946 (60 Stat. 1062), creating the Farmers Home Administration, specified that the functions of the Emergency Crop and Feed Loan Division were to be transferred to the new agency, where they have been carried on to the present time as part of a wider disaster loan program. There are now three loan divisions: Emergency Loan, Operating Loan, and Real Estate Loan.

Most of the retained records created by this Division and its predecessors before 1946 are to be found in other record groups in the National Archives; those records created subsequent to 1946 are at present being retained by the Farmers Home Administration or are in certain Federal Records Centers outside Washington, D. C.

CASE FILES OF THE EMERGENCY CROP AND FEED LOAN DIVISION ("LOAN JACKETS").
1931-46. 5 in.

Selected case files containing loan applications, crop mortgages, and ²¹

correspondence relating to seed and feed loans made through the regional offices of the Division in drought and other disaster areas. These case files represent a sampling only, the remainder of the series having been disposed of as authorized by Congress. The procedures and operations followed in these loan transactions differed little except as to the purposes for which the loans were made. Arranged alphabetically by State, thereunder by name of borrower.

Audio-Visual Records of the Information Division

The main function of this Division was to disseminate information concerning the Resettlement Administration and the Farm Security Administration. Most of the requests for information came from farmers and from established news and information channels. At the time the motion pictures and sound recordings described in entries 22 and 23 were produced, the Division was divided into the following sections: Editorial, Special Publications, Historical (Photographic), Radio, and Documentary Film. The Editorial Section was responsible for the issuance of all news releases and for the preparation of bulletins, circulars, and other material intended primarily to acquaint its personnel and the public with the activities of the Resettlement Administration. The Documentary Film Section and the Radio Section, respectively, produced the films and sound recordings. No separate textual records of the Division have been located. Most of them were apparently incorporated into the general correspondence of the agency, described in entries 1 and 2.

A large collection of still-picture material, created in part in the Information Division, is in the custody of the Prints and Photographs Division of the Library of Congress. It consists of a sociological and economic survey of the United States, the Virgin Islands, and Puerto Rico, in photographs. Most of these photographs were made in 1935-43 under the direction of Roy E. Stryker, but some were collected from other sources. They cover such subjects as land use, farms and farming, home life of sharecroppers, migratory agricultural laborers, Government relief projects, and general industrial and social conditions.

MOTION PICTURES. 1936, 1937, and n. d. 11 reels. 3 cu. ft. 22

In this series there are seven motion pictures. The first two, on black-and-white 35 mm. sound film, were directed by Pare Lorentz and given wide distribution. One of them, "The Plow That Broke the Plains" (3 reels), produced in 1936, portrays the history of the Great Plains from the days of the open range through the period of "soil exploitation" to the drought and dust storms of the 1930's. The other, "The River" (3 reels), produced in 1937, portrays the role of the Mississippi River in the history of the country from frontier days to the 1937 flood; it also shows the "exploitation of the land" as a cause of disastrous floods and depicts the efforts of the Government to rehabilitate the land and the people. The five other films, all on black-and-white, 16 mm. silent film include a film on the construction of barn-type houses, a film on migratory labor camps, and three films

on agricultural and industrial cooperatives in certain European countries. Arranged by subject number assigned by the Motion Picture Branch.

SOUND RECORDINGS OF RADIO PROGRAMS. n. d. 2 cu. ft.

In this series there are 35 recordings, 33 made by the Resettlement Administration and 2 by commercial firms. The 33 Government programs were distributed to radio stations from coast to coast. Some of them depict rural conditions throughout the United States in areas of economic hardship or other critical need and emphasize the agency's role in meeting farmers' problems; others present several incidents in history that influenced the American farmer, such as the Louisiana Purchase, the opening of the first transcontinental railroad, and the wanderings of Johnny Appleseed. The two commercial recordings are of episodes in the radio series "The Court of Human Relations." Arranged by subject numbers assigned by the Motion Picture Branch. 23

Cartographic Records of the Land Utilization Division

The 21 maps described below are the only separate central office records of this Division in Record Group 96; all were issued while the Division was a part of the Resettlement Administration. Some of the maps were produced by the Cartographic Section of the Division. The general correspondence described in entry 1 contains some reference to the work of the Land Utilization Division. Most of its records, however, including other maps, are in Record Group 114, Records of the Soil Conservation Service, and in Record Group 83, Records of the Bureau of Agricultural Economics.

ADMINISTRATIVE MAP. 1936. 1 item.

A published map of the United States with an inset of Alaska, showing purchase areas for land utilization projects by kind of project as of June 1, 1936. 24

MAPS OF REGION III. 1936. 2 items.

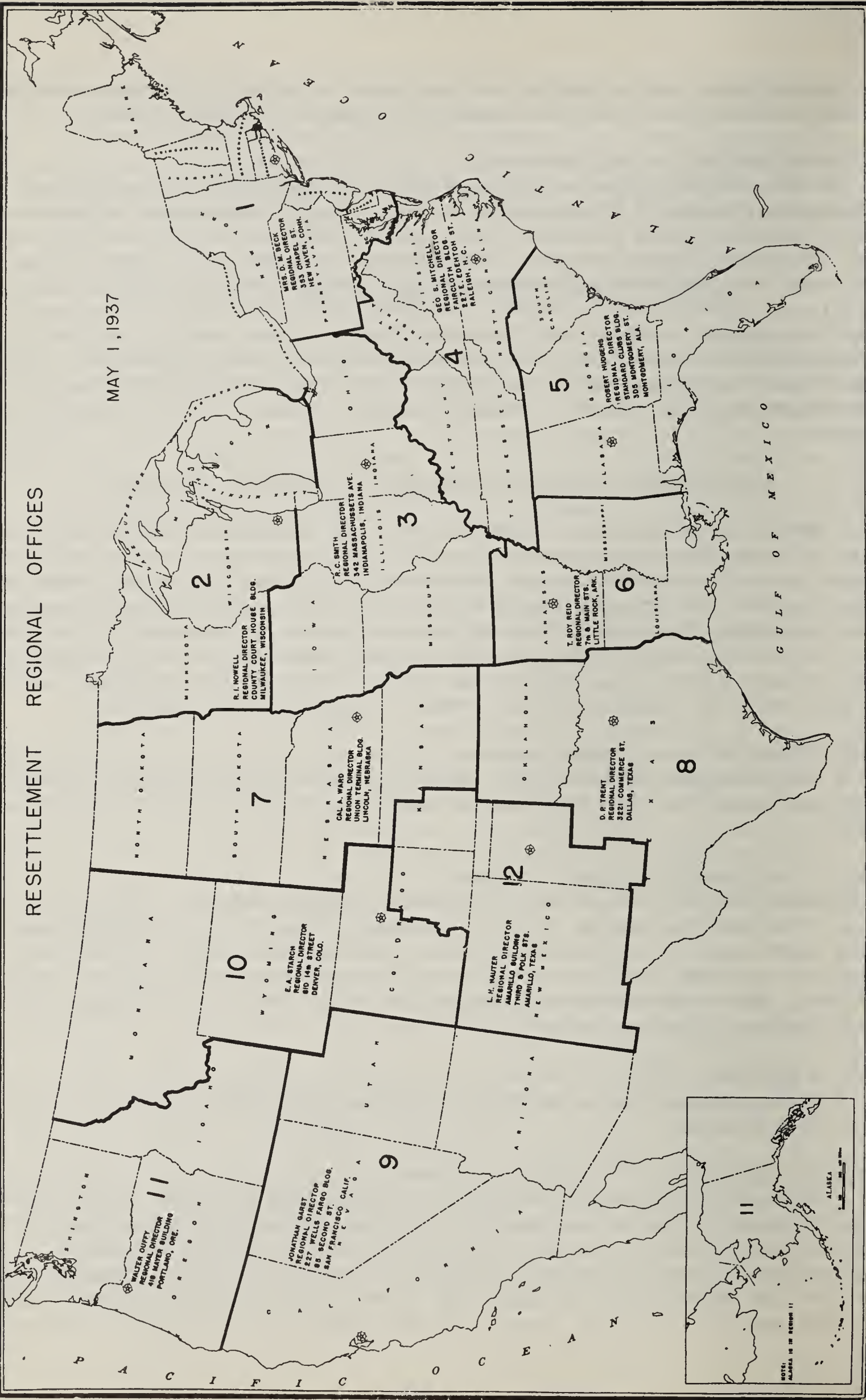
Photoprocessed maps of the Resettlement Administration's Region III, which included the States of Ohio, Indiana, Illinois, Iowa, and Missouri. They show roads in the Region, proposed and approved rural resettlement projects and land utilization projects, active homestead projects, regional offices, State headquarters, headquarters of projects on scattered farms, and suburban division projects. 25

MAP OF ARIZONA. 1936. 1 item.

A photoprocessed base map showing drainage features, township lines, and public lands. 26

MAPS OF CALIFORNIA. 1934-36. 15 items.

Published and photoprocessed maps of California or parts of the State, including maps showing the location of Indian reservations and the jurisdiction within which each one operates; a unit of maps of the State, showing average climatic factors, the extent of erosion, active irrigation districts, the suitability of lands for closer agricultural settlement, changes in settlement in nonurban areas, and watersheds of existing and proposed 27



reservoirs; a map of the Sacramento-San Joaquin drainage districts, showing reclamation activities and protection areas; and a base map of Santa Cruz County.

MAP OF MISSISSIPPI. 1936. 1 item.

A photoprocessed revised map showing problem areas by kind, keyed to a legend recommending other usage or improvements. 28

MAP OF THE WESTERN NEVADA DRAINAGE BASINS. 1936. 1 item. 29

A photoprocessed map of western Nevada with adjacent portions of California, showing irrigated and irrigable lands, reservoirs and proposed reservoirs, and principal divides. Figures give the acreage of land available for irrigation in each divide and the number of acres for which there is available water.

Cartographic Records of the Special Skills Division

The Special Skills Division was set up in the Resettlement Administration in September 1935 to perform certain artistic and technical services, chiefly for operating divisions of the agency. It employed artists to publicize the programs of the agency through posters, exhibits, art work for publications, and paintings. Its designers supervised community projects in handicrafts, provided designs and materials for house furnishings and equipment, and furnished testing and research services.

In January 1936 the Director had two Technical Assistants in his office. Units within the Division were as follows: Development Liaison, Records, General Service, and Laboratory. The Division went out of existence at the time the Resettlement Administration was terminated in September 1937.

Other than the map described in entry 30, there are no separate records of this Division in Record Group 96 and none have been located elsewhere. The general correspondence described in entries 1 and 2, and the regional project records contain some references to the Division's work.

PICTORIAL MAP. 1936. 1 item.

A published map of the United States, in color, showing regions and types of projects carried on in them. 30

RECORDS OF FIELD OFFICES

Shortly after its establishment in April 1935, the Resettlement Administration set up 11, later 13, regional offices to supervise its field activities. In fixing the boundaries of these regions, State lines were sometimes crossed in an effort to deal with common or similar problems. There were only minor changes in areas covered by each region and few shifts of headquarters offices during the period of their existence.

In addition to a Regional Director, each region had two Assistant Directors, in charge of the Rural Rehabilitation Division and the Resettlement

Division, respectively, and staff divisions, sections, or officers. The staff setups typically included an Executive Assistant, a business management staff, a personnel staff, a labor relations staff, and an information staff. The two operating divisions were the Resettlement Division and the Rural Rehabilitation Division, the latter Division containing among other units a Tenant Purchase Section, later called the Farm Ownership Section. Most of the regions had a Land Use Planning Section, and at least one, Region 4, also had, for a time, a Land Utilization Division.

From 1935 to 1946 each State office was composed of only the State Rural Rehabilitation Director and his staff. After 1946 the functions and corresponding organization were greatly broadened. None of the records of the State offices have been transferred to the National Archives.

Each district office, of which there were several in each State, covered a number of counties and was composed of the District Rural Rehabilitation Supervisor and his staff. The records of the district offices have been scheduled for disposal.

The county office consisted of a Rural Rehabilitation Supervisor, a Home Management Supervisor, and their staffs. See entries 133 and 134 for selected and other loan case files created by these offices.

The project office handled the resettlement projects. Heading it was a Community Manager or Project Manager, who reported directly to the regional office.

In accordance with provisions of the Farmers Home Administration Act of 1946 (60 Stat. 1062), the functions of the regional offices were transferred to the State offices. The regional offices were liquidated some time before June 30, 1947.

Shortly before the closing of the regional offices, a records survey was made of regional offices 1 and 5. After extensive study, records in certain classes were selected for retention jointly by personnel of the National Archives and the Farmers Home Administration. These classes of records, eventually accessioned by the National Archives for most regions, are denoted by numeric-subject headings as follows: records of the classification 000 General--028 Suggestions (from individuals and organizations relative to the Farm Security Administration programs), 060 Projects (project planning, construction, family selection, possession, site selection, and liquidation), 070 Cooperation (dealing with cooperation between the Farm Security Administration and other Federal agencies, States, municipalities, and private organizations); records of the classification 100 Administration--160 Public Relations, 161 Speeches, 163-01 Articles and Press Releases, 163-03 [Press] Clippings; records of the classification 200 Land Acquisition--201 Site Selection, 202 Plans, 243 Possession (dealing with possession, control, and evictions); records of the classification 500 Rehabilitation (general)--501 Drought (dealing with drought relief clients), 505 Relocation (dealing with relocation of families, and drought,

rehabilitation, and project clients), 530 Plans (including Farm and Home Management Plans, Account Books, and similar records), 570 [Farm] Debt Adjustment, 590 Cooperatives; records of the classification 600 Legal--610 Taxation, 615 Payment in Lieu of Taxes; records of the classification 700 Development and Construction (the engineers' working drawings); records of the classification 900 Property Operation and Disposition--912 Occupancy (dealing with occupants, delinquency, and evictions), 913 Attitude Toward Project, 934 Education, 935 Recreation, and 936 Health and Hygiene.

The selection process referred to above was not applied to the records of Region 4, which had been brought into the National Archives before this screening took place. The volume of the records of Region 4 is therefore greater than that of the other regions. Region 6, on the other hand, is represented by only a series of farm ownership case files.

Regional office records not accessioned by the National Archives were either transferred to State offices or listed for disposal. Beginning in 1958 a considerable number of land acquisition case files were withdrawn permanently from the National Archives by the Farmers Home Administration in order to comply with the provisions of an act of September 6, 1950 (64 Stat. 769), which requires the transfer of certain mineral rights under the jurisdiction of the Department of Agriculture to the Department of the Interior.

Field office records of or relating to cooperative associations were sent to Washington and consolidated with central office records.

Lists of the case files described under each region have been compiled and are available.

Records of Region 1

Records of the Office of the Director

CORRESPONDENCE OF DOROTHY M. BECK, REGIONAL DIRECTOR. 1936-37. 1 ft. 31

Concerns the overall administrative activities of the Director. Arranged according to the classification scheme of 1935.

GENERAL CORRESPONDENCE. 1935-42. 70 ft. 32

Correspondence, memoranda, reports, and related records dealing with the work of Region 1, which was concerned mainly with the conversion of submarginal lands to forest and wildlife preserves, the establishment of part- and full-time farming communities, the refinancing of loans, and the making of loans and emergency grants. These activities are reflected especially in correspondence classified as follows: 100 Administration, 200 Land Acquisition, 400 Finance, 500 Rehabilitation, 570 Debt Adjustment, 600 Legal, and 700 Development and Construction (of projects). Part of the file for the period 1935-36 is fire damaged. Arranged in two subseries, for 1935-37 and 1937-42, respectively, thereunder according to the classification scheme of 1935.

MISCELLANEOUS ADMINISTRATIVE AND REFERENCE MATERIALS. 1936-37. 9 in. 33

Interoffice memoranda from the Regional Director, bimonthly reports of the Handicraft Specialist, a list of field personnel, a guide for handling correspondence in the field offices, and other records of similar character connected with the operation of the regional office. Arranged mainly by subject.

Records of the Rural Rehabilitation Division

FARM OWNERSHIP CASE FILES. 1937-46. 15 ft. 34

Each case file usually includes the following: loan application; appraisal reports and data concerning prospective borrower; option; loan agreement and variable payment agreement; loan analysis; mortgage and, occasionally, a warranty deed; certification by county committee; farm and home plans; title insurance policy; fire and property damage insurance policy; and certification of closing of tenant-purchase loan. Also included in a case file are subsidiary forms and correspondence relating to the processing of the loan. Arranged alphabetically by name of borrower.

DAILY REPORTS OF FIELD REPRESENTATIVES, FARM DEBT ADJUSTMENT SECTION. 1936-37. 3 ft. 35

Forms showing the contacts made, a description of the work done, and the amount of travel expense incurred. Arranged alphabetically by name of field representative, thereunder chronologically.

RECORDS RELATING TO THE COMPILATION OF AN ARTS AND CRAFTS DIRECTORY. 1934-35. 1 ft. 36

The compilation of a directory of persons engaged in arts and crafts in Region 1 was part of a general program to rehabilitate low-income individuals or families. The directory was completed, but no further action was taken. The correspondence is that of George Junkin, who conducted a nationwide survey of artists and craftsmen for the Emergency Relief Bureau of the City of New York. He apparently turned over this correspondence with the artists and craftsmen to R. E. Pippin, Handicraft Specialist employed in the Rehabilitation Division of the regional office. Arranged alphabetically by name of correspondent. The directory is described in entry 37.

DIRECTORY OF ARTS AND CRAFTS. n.d. 2 in. 37

Contains data for each State in the Region, as follows: name and address of artist or craftsman, county of residence, and type of art or craft engaged in. Entries are alphabetic by State, thereunder alphabetic by name of artist or craftsman.

CORRESPONDENCE, QUESTIONNAIRES, AND RELATED RECORDS CONCERNING AN ARTS AND CRAFTS SURVEY OF THE REGION. 1936-37. 5 ft. 38

Concern a survey similar to the one conducted by George Junkin (referred to in entry 36). This survey was by R. E. Pippin, Handicraft Specialist, Rural Rehabilitation Division. Included are questionnaires, photographs

of artwork and craftwork, newspaper clippings, and lists of artists and craftsmen. The information developed was to be used by the Resettlement Administration chiefly to assist it in providing supplies, employment, and marketing facilities for the craftsmen. Arranged generally by subject, thereunder alphabetically by States comprising Region 1, thereunder alphabetically by name of correspondent.

Records of the Resettlement Division

RESETTLEMENT APPLICATIONS FILE. 1935-36. 5 ft.

39

Consists of applications, related correspondence, and confidential reports concerning applicants desiring to resettle on subsistence homesteads. The application forms contain a brief personal history of the applicant and of his family; the applicant's present and past occupations; his farming experience, assets, and liabilities; and his reasons for wanting to resettle. This information and other data were taken into consideration in deciding the applicant's eligibility for assistance under the rural resettlement and the rural rehabilitation programs. Arranged alphabetically by State, thereunder alphabetically by county, thereunder alphabetically by name of applicant.

LAND ACQUISITION CASE FILES. 1936-46. 12 ft.

40

Each case file usually contains some or all of the following records: offer to sell lands to the United States, Government option to purchase land, appraisal report, tract map, abstract of title, certificate of title, condemnation hearing, warranty deed, preliminary opinion of the district attorney on title, final opinion of the Attorney General on title, and certificate of settlement. Also included in a case file are subsidiary forms and correspondence relating to the acquisition process. Arranged alphabetically by State, thereunder by project number, thereunder by case number.

LAND ACQUISITION CASE FILES, PENNSYLVANIA FARMS RESETTLEMENT PROJECT. 1936-39. 3 ft.

41

These files are similar to those described in entry 40. The reason is unclear for their separation from the larger file in which there are other records concerning this project (RR-PA-19). Arranged alphabetically by name of vendor.

CORRESPONDENCE CONCERNING RESETTLEMENT PROJECTS. 1936-40. 5 in.

42

Deals with the establishment and operation of certain resettlement projects in Maine, New York, and Pennsylvania. Arranged by State, thereunder by project, thereunder according to the classification scheme of 1935.

CORRESPONDENCE RELATING TO MIGRATORY LABOR CAMPS. 1941-42. 3 in.

43

Concerns the establishment and operation of permanent and mobile migratory camps in Region 1. Arranged according to the classification scheme of 1935.

GENERAL CORRESPONDENCE RELATING TO DEFENSE RELOCATION CORPORATIONS.

1941-42. 1 ft.

44

Concerns the organization and operation of Defense Relocation Corporations in Maryland and New York. It also pertains to the relocation of rural families outside defense areas in New Jersey and Pennsylvania. Arranged by State, thereunder according to the classification scheme of 1935.

CASE FILES OF THE NEW YORK DEFENSE RELOCATION CORPORATIONS. 1941-46.

7 ft.

45

These case files contain deeds, appraisal reports, bids, contracts, photographs, and correspondence pertaining to farms purchased by the Corporations for lease to displaced farm families. There are also some records concerning appraisal and sale of these farms at the end of the war. Numbered 1 to 105 and arranged by case number.

Records of Region 2

Records of the Office of the Director

GENERAL CORRESPONDENCE. 1935-42. 22 ft.

46

Relates to activities of the regional office, some of which are reflected in correspondence classified as follows: 070 Cooperation (with Federal and State agencies), 161 Speeches, 163-01 Articles and Press Releases, 200 Land Acquisition (and land utilization), 501 Drought (rehabilitation in drought areas), and 505 Relocation (resettlement of families). This series also contains a small quantity of correspondence of the Wisconsin Emergency Relief Corporation for 1933-34. Arranged according to the classification scheme of 1935.

GENERAL CORRESPONDENCE. 1942-47. 9 ft.

47

This is a continuation of the Regional Office main file described in entry 46. It consists mostly of correspondence 6-P51 [Medical Care] Programs, 6-F7 Farm and Home Management, 28 Loans and Grants, 30 Organization--Administration, and 34 Public Relations and Information. Arranged according to the classification scheme of 1942. For main headings used in this scheme, see appendix III.

Records of the Rural Rehabilitation Division

FARM OWNERSHIP CASE FILES. 1937-46. 57 ft.

48

Each case file usually includes the following: loan application; appraisal reports and data concerning prospective borrower; option; loan agreement and variable payment agreement; loan analysis; mortgage and, occasionally, a warranty deed; certification by county committee; farm and home plans; title insurance policy; fire and property damage insurance policy; and certification of closing of tenant-purchase loan. Also included in each case file are subsidiary forms and correspondence relating to the processing of the loan. Arranged alphabetically by name of borrower.

Records of the Resettlement Division

RECORDS CONCERNING RESETTLEMENT PROJECTS. 1935-45. 28 ft.

Consist typically of (1) correspondence and related records concerning project and final construction plans, occupancy of projects, organization and administration, payment in lieu of taxes, and liquidation of projects; (2) reports on selection of families for projects, construction and inspection of projects, and payments by clients; and (3) land acquisition case files. Arranged alphabetically by State, thereunder by project number, thereunder, for the most part, according to either the 1935 or the 1942 classification scheme. 49

MAPS OF THE SOUTHERN MICHIGAN FARMS RESETTLEMENT PROJECT. 1936, 1938, and n.d. Negligible.

17 tracings, all but one measuring about 2 1/2' x 3', and 1 negative photostat. The tracings are (1) 14 ownership maps, by counties, on which is shown land acquired or to be acquired; (2) 2 unit location maps on which are shown land acquired in each county and buildings existing or recommended for construction; and (3) a small map on which are shown locations of telephone and telegraph cables and easements. The negative photostat is of a county and township layout map. Arranged as indicated above, with the ownership maps arranged thereunder by sheet number. 50

Records of Region 3

Records of the Office of the Director

GENERAL CORRESPONDENCE. 1935-42. 10 ft.

Relates to the activities of the regional office under such subjects as: 060 Projects (resettlement), 070 Cooperation (with other agencies), 570 [Farm] Debt Adjustment, 590 Cooperatives, and various classifications covering defense activities. Included under 530 Plans [for Rehabilitation Clients] is a report concerning the activities of 138 rural rehabilitation clients in Union County, Iowa, during 1939-40. It was made jointly by the Farm Security Administration, the Iowa Agricultural Experiment Station, and the Iowa Agricultural Extension Service. The major points covered in this report are: (1) progress made by families, (2) reasons for this progress or lack of progress, and (3) new and improved techniques of supervision. Arranged according to the classification scheme of 1935. 51

REPORT FILE ON THE SOUTHEAST MISSOURI STUDY. 1937. 3 in.

The main and final report is one entitled "Rich Land--Poor People," prepared jointly by the Resettlement Administration and the University of Missouri. It concerns health, and general economic and social conditions in seven southeastern Missouri counties. In addition, there are three preliminary reports that cover such subjects as historical background, population, health and living conditions, physical features, trade centers in the lowlands, social services, public education, and religion. 52

Records of the Rural Rehabilitation Division

FARM OWNERSHIP CASE FILES. 1937-46. 49 ft.

53

Each case file usually includes the following: loan application; appraisal reports and data concerning prospective borrower; option; loan agreement and variable payment agreement; loan analysis; mortgage and, occasionally, a warranty deed; certification by county committee; farm and home plans; title insurance policy; fire and property damage insurance policy; and certification of closing of tenant-purchase loan. Also included in a case file are subsidiary forms and correspondence relating to the processing of the loan. Arranged alphabetically by name of borrower.

Records of the Resettlement Division

PLANS, SPECIFICATIONS, AND RELATED RECORDS CONCERNING THE SCIOTO FARMS PROJECT. 1936-42. 2 ft.

54

Maps, blueprints, specifications, and a little correspondence concerning the construction and repair of buildings and installations on the project. This resettlement project was constructed for 133 families on 7,416 acres in southwestern Ohio. Arranged by subject.

PLANS, SPECIFICATIONS, AND RELATED RECORDS CONCERNING THE LA FORGE FARMS PROJECT. 1939-45. 2 ft.

55

Plans, specifications, maps, and a little correspondence concerning primarily the construction and repair of buildings and installations on the project. Included is a list of purchasers of land, with acreage sold to each at the time the project was liquidated. This resettlement project was constructed for 100 families on 6,765 acres in Missouri. Arranged by subject.

Records of Region 4

Records of the Office of the Director

CORRESPONDENCE OF THE DIRECTOR, CHIEFLY WITH CONGRESSMEN. 1938-40. 1 ft.

56

Mainly copies of letters sent, but including a few letters received, concerning loans, complaints, job applications, and other matters in which Congressmen's aid was solicited. There is also some correspondence, primarily regarding job applications, with Julian N. Friant, Special Assistant to the Secretary of Agriculture, with W. W. Alexander, Administrator of the Farm Security Administration, and with State directors. Arranged in groups by official title, thereunder alphabetically by name of correspondent.

CORRESPONDENCE AND REFERENCE FILE OF HOMER H. B. MASK, REGIONAL DIRECTOR. 1934-36. 2 ft.

57

Mainly copies of letters, telegrams, and interoffice memoranda sent by the Director and others in his office, but including some letters received and reference materials such as reports, press releases, circulars,

and other material, 1935-36. The records relate chiefly to rural rehabilitation, land use planning, rural resettlement, and other regional activities. Included also, and to some extent intermixed throughout the series, is a small quantity of Mr. Mask's correspondence as a Regional Land Planning Consultant with the National Resources Board, 1934-35. The file is unarranged.

CORRESPONDENCE AND REFERENCE FILE OF THE REGIONAL DIRECTOR. 1936-41.
15 ft.

Letters received; copies of letters, telegrams, and memoranda sent; and reports and other enclosures. The file was maintained by Directors George S. Mitchell, 1936-39, and Howard H. Gordon, 1939-41. It concerns the administration of the regional office, the direction of the rural rehabilitation and tenant purchase programs, and the operation of such resettlement projects as Cumberland Homesteads in Tennessee and Penderlea Homesteads in North Carolina. Arranged in several subseries, thereunder alphabetically by subject, name, or other designation. 58

GENERAL CORRESPONDENCE. 1935-41. 4 ft.

Relates to activities of the regional office as reflected in correspondence classified as follows: 070 Cooperation (with States, municipalities, organizations, individuals); 161 Speeches; 163-01 Articles and Press Releases; 200 Land Acquisition (program); 500 [Rural] Rehabilitation (program); 505 Relocation (resettlement of individuals and families by the Government); 530 Plans (rural rehabilitation farm and home plans for clients); 570 [Farm] Debt Adjustment; and 912 Occupancy (of resettlement projects). Arranged according to the classification scheme of 1935. 59

GENERAL CORRESPONDENCE. 1942-46. 3 ft.

This series is a continuation of the correspondence described in entry 59. It contains information classified as follows: 28 Loans--Grants (farm ownership loans), 30 Organization--Administration, and 34 Public Relations and Information. Arranged according to the classification scheme of 1942. 60

CORRESPONDENCE FILE OF JAMES S. HEIZER, EXECUTIVE ASSISTANT, RELATING TO THE REGIONAL MEDICAL PROGRAM. 1937-39. 3 in.

Concerns the organization and operation of low-cost medical care programs for rehabilitation clients and their families. Arranged chronologically. 61

LETTERS SENT RELATING TO APPLICATIONS FOR EMPLOYMENT. 1937-39.
2 ft.

These letters were written mainly to Congressmen from the States comprising Region 4 in behalf of applicants. Included are some memoranda concerning visits of an official of the Farm Security Administration to these Congressmen. Arranged by State, thereunder alphabetically by name of Congressman. 62

Records of the Rural Rehabilitation Division

CORRESPONDENCE AND REFERENCE FILE OF J. B. SLACK, ASSISTANT REGIONAL DIRECTOR IN CHARGE OF RURAL REHABILITATION. 1935-41. 4 ft. 63

Mainly copies of letters, telegrams, and interoffice memoranda sent, but including some letters received and reference material. Also included are some summary reports on rehabilitation loans as well as some detailed reports of Bernard G. Torreyson, Regional Collection Adviser, concerning loan operations in various offices in the Region. Arranged by subject.

CORRESPONDENCE OF J. R. ALLGYER, REGIONAL RURAL REHABILITATION ADVISER. 1934-35. 2 ft. 64

Correspondence exchanged with the central office, State Rural Rehabilitation Corporations, and others regarding loans, grants, debt adjustment, and other matters. The name, State, and subject folders are mostly unarranged, with material therein arranged chronologically.

GENERAL CORRESPONDENCE. 1934-40. 35 ft. 65

Relates to all activities of the Division. These activities are reflected especially in the correspondence classified as follows: 560 [Rehabilitation] Reports, 580 [Rehabilitation] Clients, and 626 Funds (legal questions regarding the transfer of Rural Rehabilitation Corporation funds). In two subseries: (1) arranged according to the classification scheme of 1935, and (2) arranged alphabetically by State, thereunder according to the classification scheme of 1935.

CORRESPONDENCE OF C. W. E. PITTMAN, SPECIAL ASSISTANT TO THE DIRECTOR OF THE DIVISION. 1934-35. 1 ft. 66

Covers mainly the period when Pittman was located in the State office of the Federal Emergency Relief Administration at Raleigh, N. C. Mr. Pittman supervised relief and rehabilitation work in several districts, each one composed of several counties. The aid given to the farmers consisted chiefly in providing farm equipment, supplies, livestock, and other operating necessities. Arranged alphabetically by county, thereunder chronologically.

OFFICE FILE OF H. P. EDWARDS, STATE LOAN OFFICER FOR NORTH CAROLINA. 1935-36. 10 in. 67

Consists chiefly of reference materials on various background subjects, such as policies and procedures, laws and legal opinions, financial data and statistics on loans, and various other informational material. Included are some copies of letters sent by Mr. Edwards regarding rural rehabilitation loans and grants in the State. Arranged alphabetically by subject.

COPIES OF LETTERS SENT. 1935-42. 4 ft. 68

Chiefly copies of letters sent to the central office, State directors, project managers, and others by Division employees. Also included are some internal memoranda. The series concerns mainly rehabilitation

matters and farm ownership loans. In two subseries, the first of which is arranged alphabetically by subject and the second, alphabetically by name of employee, thereunder chronologically.

FARM OWNERSHIP CASE FILES. 1938-46. 60 ft.

Each case file usually includes the following: loan application; appraisal reports and data concerning prospective borrower; option; loan agreement and variable payment agreement; loan analysis; mortgage and, occasionally, a warranty deed; certification by county committee; farm and home plans; title insurance policy; fire and property damage insurance policy; and certification of closing of tenant-purchase loan. Also included in a case file are subsidiary forms and correspondence relating to the processing of the loan. Arranged in five subseries, thereunder alphabetically by name of borrower. 69

GENERAL CORRESPONDENCE OF THE FARM DEBT ADJUSTMENT COMMISSION FOR NORTH CAROLINA, FEDERAL EMERGENCY RELIEF ADMINISTRATION. 1934-35. 2 ft.

Chiefly correspondence of G. W. Forester, Executive Secretary of the Commission, and of Harry F. Watkins, its State Representative. The series documents the Commission's attempts to work out satisfactory adjustments between distressed farmer-debtors and their creditors. Arranged alphabetically by county, thereunder chronologically. 70

ADMINISTRATIVE CORRESPONDENCE OF THE FARM DEBT ADJUSTMENT COMMISSION FOR NORTH CAROLINA, FEDERAL EMERGENCY RELIEF ADMINISTRATION. 1934-35. 2 ft.

Chiefly correspondence of Mr. Forester and of Mr. Watkins. There are also a few folders of correspondence with State and other officials regarding program matters. Arranged by name of official or other correspondent and by subject, thereunder chronologically. 71

CORRESPONDENCE OF THE FARM DEBT ADJUSTMENT SECTION. 1935-37. 2 ft. 72

Chiefly correspondence of Harry F. Watkins, as State Farm Debt Adjustment Supervisor for North Carolina. It relates to the same subjects as the correspondence described in entry 70. Arranged by district number, thereunder alphabetically by county, thereunder chronologically.

GENERAL CORRESPONDENCE OF THE COMMUNITY AND COOPERATIVE SERVICES SECTION. 1935-40. 5 ft. 73

Relates to the Section's work in connection with loans to cooperatives or to individual borrowers wishing to join them. Arranged by subject.

CORRESPONDENCE OF THE COMMUNITY AND COOPERATIVE SERVICES SECTION. 1935-38. 8 in. 74

Concerns all phases of organizing, financing, and operating cooperatives under subheadings of classification 590 Cooperatives, such as raising, harvesting, canning, storing, and marketing crops; assisting in erosion control; manufacturing lime and fertilizers; providing educational,

recreational, and medical facilities; and furnishing other services. Under each subclassification, arranged chronologically.

LOAN APPLICATIONS AND SUPPORTING PAPERS OF COOPERATIVE ASSOCIATIONS.
1935-37. 1 ft. 75

The cooperatives represented by these few records were engaged mainly in such activities as soil erosion control and establishing farm community centers. A folder for each association usually contains correspondence, a loan application, and supporting exhibit material such as bylaws, a certificate of incorporation, a financial statement, a membership list, a plat, and other papers. Arranged alphabetically by State, thereunder by name of association.

INSTRUCTIONAL AND REFERENCE MATERIALS FOR THE USE OF HOME MANAGEMENT SUPERVISORS. 1934-37. 3 in. 76

Consist chiefly of printed and mimeographed pamphlets and sheets giving instructions on canning fruits and vegetables, gardening, preparing meals, and other homemaking activities. Included is a report on the home management program for 1936 in Tennessee. Arranged alphabetically by State.

MISCELLANEOUS REPORTS AND PROCEDURES FILE. 1934-40. 6 in. 77

Consists of annual and other periodic reports of home and farm management supervisors; summary reports on rural rehabilitation activities; a report on leased and optioned lands; procedural and instructional materials from the central, regional, and State offices; and circulars, bulletins, and conference notes. Unarranged.

Records of the Resettlement Division

OFFICE FILE OF C. B. FARIS, ASSISTANT REGIONAL DIRECTOR IN CHARGE OF RESETTLEMENT. 1935-37. 2 ft. 78

Consists of letters received, copies of letters sent, reports, maps, and other records of Mr. Faris. Most of the correspondence deals with setting up and administering resettlement projects. Classified in accordance with a numeric scheme.

CORRESPONDENCE RELATING TO RESETTLEMENT PROJECTS. 1935-42. 36 ft. 79

In two subseries, the first for 1935-40 and the second for 1941-42. The correspondence concerns mainly the acquisition of land, and the construction, occupancy, and management of the following projects: Christian-Trigg Farms in Kentucky; Penderlea Homesteads, Roanoke Farms, Pembroke Farms, and Scuppernong Farms in North Carolina; and Shenandoah Homesteads in Virginia. Included is a little correspondence on farm tenant projects in North Carolina and Tennessee. Each of the two subseries is arranged alphabetically by State, thereunder by project, thereunder according to the classification scheme of 1935.

CORRESPONDENCE RELATING TO RESETTLEMENT PROJECTS. 1942-46. 1 ft. 80

This series appears to be a continuation of the correspondence described in entry 79. Arranged alphabetically by State, thereunder by project, thereunder according to the classification scheme of 1942.

CORRESPONDENCE AND OTHER RECORDS CONCERNING THE RELOCATION OF FAMILIES.
1936-39. 3 ft.

Correspondence relating to the movement of families from land utilization projects, forms containing statistics on the numbers of families moved, and a few other records. Arranged mainly by project number. 81

CORRESPONDENCE CONCERNING OPERATION OF THE ROANOKE FARMS PROJECT.
1936-40. 3 ft.

Correspondence of C. B. Faris, Assistant Regional Director in Charge of Resettlement, and others concerned with the operation of the project. It is classified under the following main headings: 000 General, 100 Administration, 200 Land Acquisition, 400 Finance, 500 Rehabilitation, 600 Legal, 700 Development and Construction, and 900 Property Operation and Disposition. Arranged according to the classification scheme of 1935, thereunder chronologically. 82

CORRESPONDENCE AND OTHER RECORDS CONCERNING THE SHENANDOAH HOMESTEADS.
1934-37. 2 ft.

In addition to the correspondence, there are reports, maps, and other records pertaining to the construction and administration of this project, established originally by the Division of Subsistence Homesteads. Under the Resettlement Administration, it was an agricultural community-type project for the resettlement of 250 destitute and low-income families from an area later included in Shenandoah National Park. Also included are letters received and copies of letters sent by L. F. Zerkel, the Project Manager. Arranged according to the classification scheme of 1935. 83

CORRESPONDENCE OF PERCY BLOXAM, CHIEF OF THE ARCHITECTURAL AND ENGINEERING SECTION. 1936-37. 1 ft.

Letters received from and copies of letters sent to regional, project, and other employees concerning the planning and construction of resettlement projects. Arranged alphabetically by State, thereunder by project number. 84

PROJECT PLANS FILE OF C. B. FARIS, ASSISTANT REGIONAL DIRECTOR IN CHARGE OF RESETTLEMENT. 1935-36. 1 ft.

Consists of plans for proposed resettlement projects. Typically, each plan contains a letter from the Regional Director to the Administrator of the Resettlement Administration, transmitting and recommending the plan; a detailed description of the plan, with suitable maps and other illustrative materials; a soil report; budget estimates; estimated production reports on crops and livestock; and other descriptive and informational material. Arranged alphabetically by State, thereunder by name of project. 85

RURAL RESETTLEMENT PROJECT PLANS, PROPOSALS, AND RELATED RECORDS.
1935-36. 2 ft.

Concern mainly the preliminary phases of planning. The series includes correspondence, comprehensive reports, maps and blueprints, options on land, and data concerning project costs and crop production. Arranged alphabetically by State, thereunder by name of proposed project. 86

OVERALL PLANS FOR RESETTLEMENT PROJECTS IN TENNESSEE. 1936. 7 in. 87

A file identified as docket 5 (Cumberland Homesteads, SH-TN-5) contains forms summarizing the plans for each farm unit in the project; and files identified as dockets 6 and 7 contain unit plans for Tenant Security Project RR-TN-27 and some tract maps and blueprints of farm layouts and buildings. Arranged by docket number.

CORRESPONDENCE AND PRELIMINARY PLANS PERTAINING TO PROJECTS IN WEST VIRGINIA. 1935-36. 1 ft. 88

The correspondence relates largely to administrative matters; and the plan folders contain an outline of the final project, the final plan in detail, plans for buildings and for household and farm equipment, and a small quantity of related correspondence. Arranged by project number, thereunder according to the classification scheme of 1935.

LAND ACQUISITION CASE FILES. 1934-41 and 1943-44. 12 ft. 89

Concern land purchased in North Carolina for Magnolia Farms, Penderlea Homesteads, Roanoke Farms, and Wolf Pit Farms, and in Virginia for Shenandoah Homesteads. Each case file usually contains some or all of the following records: offer to sell lands to the United States, Government option to purchase land, appraisal report, tract map, abstract of title, certificate of title, condemnation hearing, warranty deed, preliminary opinion of the district attorney on title, final opinion of the Attorney General on title, and certificate of settlement. Also included in a case file are subsidiary forms and correspondence relating to the acquisition process. Arranged alphabetically by State, thereunder by project number, thereunder by case number.

LAND CASE FILES. 1937-43. 1 ft. 90

These numbered land case files differ from the land acquisition case files in that they contain chiefly correspondence and, in several instances, only a questionnaire regarding the status of title to certain lands. They concern land that was purchased by the Rural Rehabilitation Corporations of North Carolina and West Virginia, and turned over to the Farm Security Administration. Arranged by State, thereunder by project number, thereunder by case number.

ADMINISTRATIVE AND REFERENCE FILE ON RESETTLEMENT PROJECTS. 1935-38. 1 ft. 91

A file, probably accumulated for convenience, concerning certain projects in the Region. There is no uniformity in subject matter, although it relates chiefly to the construction, administration, and operation of projects. In addition to correspondence, there are plans, specifications, various kinds of reports, maps, blueprints, budgetary and fiscal records, project proposals, and agreements. Arranged alphabetically by State, thereunder by project number.

Records of the Land Utilization Division

The series described below in entry 92 remained with the Farm Security Administration at the time the Land Utilization Division was transferred to the Bureau of Agricultural Economics.

CORRESPONDENCE OF THE REGIONAL DIRECTOR OF THE LAND POLICY SECTION, DIVISION OF PROGRAM PLANNING, AGRICULTURAL ADJUSTMENT ADMINISTRATION. 1934-35. 4 ft.

This correspondence deals with functions taken over by the Land Utilization Division, but only a small part of it was created in that Division. ⁹²Carl C. Taylor was Regional Director of the Land Policy Section at the time, and some of his correspondence concerns the submarginal land purchase program in North Carolina and Virginia. Arranged by subject.

Records of Region 5

Records of the Office of the Director

GENERAL CORRESPONDENCE. 1934-42. 14 ft.

Correspondence, memoranda, and reports reflecting the work of the regional office. The records are divided into two subseries, one for 1935-40 and the other for 1940-42. Some of the correspondence is classified under the following main headings: 161 Speeches, 163-01 Articles and Press Releases, and 505 Relocation. Included also is a report, classified under 500 Rehabilitation, on the early rural rehabilitation program in Georgia. Under each of the two subseries, arranged according to the classification scheme of 1935. ⁹³

Records of the Rural Rehabilitation Division

FARM OWNERSHIP CASE FILES. 1938-46. 81 ft.

Each case file usually includes the following: loan application; appraisal reports and data concerning prospective borrower; option; loan agreement and variable payment agreement; loan analysis; mortgage and, occasionally, a warranty deed; certification by county committee; farm and home plans; title insurance policy; fire and property damage insurance policy; and certification of closing of tenant-purchase loan. Also included in a case file are subsidiary forms and correspondence relating to the processing of the loan. Arranged alphabetically by name of borrower. ⁹⁴

Records of the Resettlement Division

CORRESPONDENCE RELATING TO PROPOSED PROJECTS. 1934-41. 3 ft.

Chiefly letters received, suggesting the creation of resettlement projects in Alabama, Florida, Georgia, and South Carolina, but also including a little correspondence concerning projects already in operation. Arranged alphabetically by name of correspondent. ⁹⁵

LAND ACQUISITION CASE FILES AND RELATED PROJECT CORRESPONDENCE. 1935-42. 84 ft. 96

Divided into two types of records under each project: (1) land acquisition case files, and (2) correspondence relating to the operation of projects constructed on the land. Each case file usually contains some or all of the following records: offer to sell lands to the United States, Government option to purchase land, appraisal report, tract map, abstract of title, certificate of title, condemnation hearing, warranty deed, preliminary opinion of the district attorney on title, final opinion of the Attorney General on title, and certificate of settlement. Also included in a case file are subsidiary forms and correspondence relating to the acquisition process. The related correspondence pertains to the establishment and administration of these projects in the Region; it is classified by numbers and corresponding subjects. Of the 30-odd projects in the Region, a few of the most important are: Alabama--Skyline Farms (01-16) and Coffee Farms (01-17); Florida--Escambia Farms (09-20); Georgia--Wolf Creek Farms (10-16), and Tenant Security Farms (10-26); and South Carolina--Ashwood Plantation (46-9) and South Carolina Scattered Farms (46-58). The case files are arranged alphabetically by State, thereunder by project number, thereunder according to the classification scheme of 1935.

PROJECT CONSTRUCTION FILE. 1938-41. 7 ft. 97

Bids, contracts, plans, specifications, correspondence, and related records pertaining to construction work on the Coffee Farms project (01-17) in Alabama and the Ashwood Plantation project (46-9) in South Carolina. Arranged by project, thereunder by subject.

Records of Region 6

Records of the Rural Rehabilitation Division

FARM OWNERSHIP CASE FILES. 1938-46. 47 ft. 98

Each case file usually includes the following: loan application; appraisal reports and data concerning prospective borrower; option; loan agreement and variable payment agreement; loan analysis; mortgage and, occasionally, a warranty deed; certification by county committee; farm and home plans; title insurance policy; fire and property damage insurance policy; and certification of closing of tenant-purchase loan. Also included in a case file are subsidiary forms and correspondence relating to the processing of the loan. Arranged alphabetically by name of borrower.

Records of Region 7

Records of the Office of the Director

GENERAL CORRESPONDENCE. 1935-42. 12 ft. 99

Relates to activities carried on in the Region. Some of the correspondence is classified as follows: 071 Cooperation (particularly cooperation with the Bureau of Agricultural Economics and the Soil Conservation Service on the water facilities program); 161 Speeches; 163-01 Articles

and Press Releases; 501 Drought; and 505 Relocation (under which is included a copy of the Report of the President's Committee on Farm Tenancy, 1937). Arranged according to the classification scheme of 1935.

GENERAL CORRESPONDENCE. 1942-47. 5 ft.

This series is a continuation of the correspondence described in entry 99. There is a considerable quantity of records concerning tenant-purchase and other type loans, and some pertaining to farm and home management. Arranged according to the classification scheme of 1942. 100

Records of the Rural Rehabilitation Division

FARM OWNERSHIP CASE FILES. 1938-46. 39 ft.

Each case file usually includes the following: loan application; appraisal reports and data concerning prospective borrower; option, loan agreement and variable payment agreement; loan analysis; mortgage and, occasionally, a warranty deed; certification by county committee; farm and home plans; title insurance policy; fire and property damage insurance policy; and certification of closing of tenant-purchase loan. Also included in a case file are subsidiary forms and correspondence relating to the processing of the loan. Arranged alphabetically by name of borrower. 101

Records of the Resettlement Division

PROJECT RECORDS. 1938-43. 5 ft.

Reports, correspondence, tabulations, and other material dealing mainly with the establishment and administration of resettlement projects. Some of the more important projects are: Northeastern Kansas Farms (RR-KA-4) in Kansas; Two Rivers Project (RF-NB-6) in Nebraska; Red River Valley Farms (RR-ND-25) in North Dakota; and Sioux Falls Farmstead (RF-SD-23) and Eastern South Dakota Farms (RF-SD-28) in South Dakota. Arranged in two subseries, thereunder alphabetically by State, thereunder by project number, thereunder according to a combination of the classification schemes of 1935 and 1942. 102

CORRESPONDENCE AND RELATED RECORDS CONCERNING DETERMINATION OF WAGE RATES. 1935-46. 6 in.

Correspondence of the Director, labor relations officers, and other regional personnel with project managers and the central office. The wage rates were set up for skilled and semiskilled workers on the projects and were determined in accordance with certain regulations by the Regional Director or by the Administrator of the Farm Security Administration. Included are certain forms certifying to compliance with the regulations. Arranged alphabetically by State, thereunder by project number, thereunder according to the classification scheme of 1942. 103

Records of Region 8

Records of the Office of the Director

GENERAL CORRESPONDENCE. 1935-42. 7 ft. 104

Relates to activities of the regional office. Some of the correspondence is classified as follows: 060 Projects, 160 Public Relations, and 590 Cooperatives. Arranged according to the classification scheme of 1935.

Records of the Rural Rehabilitation Division

FARM OWNERSHIP CASE FILES. 1938-46. 35 ft. 105

Each case file usually includes the following: loan application; appraisal reports and data concerning prospective borrower; option; loan agreement and variable payment agreement; loan analysis; mortgage and, occasionally, a warranty deed; certification by county committee; farm and home plans; title insurance policy; fire and property damage insurance policy; and certification of closing of tenant-purchase loan. Also included in a case file are subsidiary forms and correspondence relating to the processing of the loan. Arranged alphabetically by name of borrower.

Records of the Resettlement Division

PROJECT RECORDS. 1936-42. 4 ft. 106

Correspondence, reports, and other records concerning the operation of resettlement projects in Texas and Oklahoma, and the administration of migratory labor camps in Texas. Some of the project records concern Eastern Oklahoma Farms (OK-17), Woodlake Community Farms (TX-10), and Weslaco Migratory Labor Camp (TX-35). Under the projects, some of the correspondence is classified as follows: 183-01 Monthly Reports, 615 Payment in Lieu of Taxes, 912 Occupancy (of project), 934 Education, and 936 Health and Hygiene. Arranged by State, thereunder by project number, thereunder according to the classification scheme of 1935.

Records of Region 9

Records of the Office of the Director

GENERAL CORRESPONDENCE. 1934-43. 15 ft. 107

Relates to the work of the regional office. Most of the correspondence is classified under three main headings: 028 Suggestions (largely proposals to establish mobile migratory labor camps and other type projects in Arizona and California), 070 Cooperation, and 160 Public Relations. In addition, there is some correspondence under 505 Relocation, 530 [Rehabilitation] Plans, 570 [Farm] Debt Adjustment, 615 Payment in Lieu of Taxes, and 934 Education. Arranged according to the classification scheme of 1935.

GENERAL CORRESPONDENCE. 1943-45. 3 ft. 108

This series is a continuation of the correspondence described in entry

107. Some of the correspondence is classified as follows: 6 Agricultural and Domestic Activities (limited here to farm ownership loans), 18 Construction and Development, 26 Land, 28 Loans and Grants, 30 Organization and Administration, 34 Public Relations and Information, and 44 Welfare. Arranged according to the classification scheme of 1942.

Records of the Rural Rehabilitation Division

FARM OWNERSHIP CASE FILES. 1938-46. 10 ft.

Each case file usually includes the following: loan application; appraisal reports and data concerning prospective borrower; option; loan agreement and variable payment agreement; loan analysis; mortgage and, occasionally, a warranty deed; certification by county committee; farm and home plans; title insurance policy; fire and property damage insurance policy; and certification of closing of tenant-purchase loan. Also included in a case file are subsidiary forms and correspondence relating to the processing of the loan. Arranged alphabetically by name of borrower. 109

Records of the Resettlement Division

CORRESPONDENCE CONCERNING RESETTLEMENT PROJECTS IN UTAH. 1935-37. 1 ft.

Concerns the establishment and administration of Green River Farms (RR-UT-10), Price River Project (RR-UT-11), and the Elberta Project (RR-UT-13). Arranged by project number, thereunder according to the classification scheme of 1935. 110

Records of Region 10

Records of the Office of the Director

GENERAL CORRESPONDENCE. 1935-43. 19 ft.

Relates to activities of the regional office. Some of the correspondence is classified under the following headings: 028 Suggestions, 060 Projects, 070 Cooperation, 161 Speeches, 163-01 Articles and Press Releases, 163-03 [Newspaper] Clippings, 200 Land Acquisition, 200-02 Program, 201 Site Selection, 202 Plans, 500 Rehabilitation, 501 Drought, 505 Relocation, 530 [Rehabilitation] Plans, 570 [Farm] Debt Adjustment, 590 Cooperatives, 610 Taxation, 615 Payment in Lieu of Taxes, 900 Property Operation and Disposition, 912 Occupancy, 934 Education, 935 Recreation, 936 Health and Hygiene, and 980 Special Skills. Arranged according to the classification scheme of 1935. 111

ADMINISTRATIVE, STATISTICAL, AND OTHER REPORTS. 1935-43. 6 ft.

Progress, periodic, and other administrative reports; statistical and financial reports on rehabilitation and resettlement loans and grants; and a few other reports. Arranged alphabetically by subject. 112

Records of the Rural Rehabilitation Division

FARM OWNERSHIP CASE FILES. 1938-46. 6 ft. 113

Each case file usually includes the following: loan application; appraisal reports and data concerning prospective borrower; option; loan agreement and variable payment agreement; loan analysis; mortgage and, occasionally, a warranty deed; certification by county committee; farm and home plans; title insurance policy; fire and property damage insurance policy; and certification of closing of tenant-purchase loan. Also included in a case file are subsidiary forms and correspondence relating to the processing of the loan. Arranged alphabetically by name of borrower.

Records of the Resettlement Division

RESETTLEMENT SURVEYS OF PHILLIPS AND TETON COUNTIES IN MONTANA. 1933-34. 114
3 in.

Two of these reports were compiled by the Montana Rural Rehabilitation Division, Federal Emergency Relief Administration, and a third was compiled by the Land Settlement Committee on Subsistence Homesteads for the Milk River Farms project. Each report deals with land requirements for resettlement, a plan of procedure for resettlement, soil surveys, land appraisals, and other matters, and contains exhibits such as maps, blueprints, and photographs.

CLASSIFIED FILE CONCERNING RESETTLEMENT PROJECTS. 1934-43. 29 ft. 115

The file consists of two subseries covering the same period and having similar types of records but not duplicating each other in the projects covered, about 50 in number. The reasons for maintenance of the two separate files are not apparent. Typical of the records for each project are the following: correspondence, final plans, engineer's reports, family selection reports, and audit reports. In addition to records concerning projects in all States in the Region, there are some records on projects in Kansas, Nebraska, New Mexico, North Dakota, Oklahoma, South Dakota, Texas, and Utah. Under each of the two subseries, arranged alphabetically by State, thereunder by project number, thereunder according to the classification scheme of 1935.

PRELIMINARY PLANNING FILE FOR PROJECTS. 1934-43. 3 ft. 116

Consists of three sections: (1) files concerning proposed resettlement projects; (2) correspondence concerning statewide planning and surveys; and (3) general reference materials concerning regional planning. Each folder on a proposed project contains correspondence, plats or maps, project proposals, and reports on economic and other environmental conditions in the area. The correspondence consists of letters exchanged with the central office of the Farm Security Administration and with Congressmen, regional office personnel, State and county officials, business firms, and the public. The records concerning projects are arranged alphabetically by name of project; those concerning statewide planning and surveys are arranged alphabetically by State; and the general reference materials are arranged chronologically.

REFERENCE FILE RELATING TO PROPOSED PROJECTS. 1934-43. 4 ft. 117

Consists of correspondence, reports, maps, land appraisals, and other records relating to proposed resettlement and land utilization projects, and to land offered for sale for projects, some of it on the Blackfeet Indian Reservation. Arranged alphabetically by name of correspondent or by subject.

OFFERS TO SELL OR RENT LAND FOR RESETTLEMENT PROJECTS. 1934-36 and 1939. 1 ft. 118

Include detailed questionnaires submitted by persons or firms making offers or "proposals," plats or other maps, correspondence, preliminary plans, and other records descriptive of the property offered, most of it in Wyoming, with a few tracts in Montana and Colorado. Also included are two 1939 reports on a resettlement survey conducted in the Region in 1938. Arranged alphabetically by name of prospective vendor.

OFFERS TO SELL OR RENT LAND FOR PROJECTS IN COLORADO. 1934-36. 1 ft. 119

Similar in content to the records described in entry 118. Arranged alphabetically by county.

LAND ACQUISITION CASE FILES. 1936-44. 15 ft. 120

Pertain mainly to water rights and to land optioned, leased, or purchased as locations for resettlement projects in Colorado and Montana. Each case file usually contains some or all of the following records: offer to sell lands to the United States, Government option to purchase lands, appraisal report, tract map, abstract of title, certificate of title, condemnation hearing, warranty deed, preliminary opinion of the district attorney on title, final opinion of the Attorney General on title, and certificate of settlement. Also included in a case file are subsidiary forms and correspondence relating to the acquisition process. Arranged alphabetically by State, thereunder by project number, thereunder by case number.

INSPECTION REPORTS OF PROJECTS IN COLORADO AND MONTANA. 1939-41. 1 ft. 121

Form reports on the condition of project structures, and recommendations for improvements on project units for San Luis Valley Farms in Colorado and for Milk River Farms and Fairfield Bench Farms in Montana. Arranged alphabetically by State, thereunder by project.

MISCELLANEOUS RECORDS OF TWO PROJECTS IN MONTANA. 1937-43. 9 in. 122

Canceled loan agreements and related records for Milk River Farms and Fairfield Bench Farms. Also included for the latter project are audit reports, a final report of project costs, and a little correspondence concerning the Fairfield Bench Health Association. Arranged by project. See entries 114, 115, and 121 for other records concerning these projects.

Records of Region 11

Records of the Office of the Director

GENERAL CORRESPONDENCE. 1935-42. 5 ft. 123

Relates to the activities of the Regional Office. Some of the correspondence is classified as follows: 070 Cooperation (with other agencies), 505 Relocation, 530 [Rehabilitation] Plans, 570 [Farm] Debt Adjustment, 590 Cooperatives, 934 Education, 935 Recreation, and 936 Health and Hygiene. Arranged according to the classification scheme of 1935.

GENERAL CORRESPONDENCE. 1943-47. 1 ft. 124

This series is a continuation of the correspondence described in entry 123. Most of the correspondence is classified as follows: 6-F7 Farm and Home Management, 30 Organization and Administration, and 34 Public Relations and Information. Arranged according to the classification scheme of 1942.

Records of the Rural Rehabilitation Division

FARM OWNERSHIP CASE FILES. 1938-46. 15 ft. 125

Each case file usually includes the following: loan application; appraisal reports and data concerning prospective borrower; option; loan agreement and variable payment agreement; loan analysis; mortgage and, occasionally, a warranty deed; certification by county committee; farm and home plans; title insurance policy; fire and property damage insurance policy; and certification of closing of tenant-purchase loan. Also included in a case file are subsidiary forms and correspondence relating to the processing of the loan. Arranged alphabetically by name of borrower.

Records of the Resettlement Division

GENERAL CORRESPONDENCE RELATING TO RESETTLEMENT PROJECTS. 1935-42. 5 ft. 126

Some of the correspondence is classified as follows: 028 Suggestions (for projects), 060 Projects (in general), 070 Cooperation (with Federal and State agencies), and 183-01 Monthly [Narrative] Reports, that deal with general administration, home management, cooperative activities, production of occupants, and improvements on the projects. Arranged according to the classification scheme of 1935.

CORRESPONDENCE RELATING TO PROJECTS. 1938-45. 6 in. 127

Relates mainly to various resettlement projects in Oregon, Washington, and Idaho, and concerns administration, payment in lieu of taxes, and land surveys. Arranged alphabetically by State, thereunder by project, thereunder according to the classification scheme of 1942.

RESETTLEMENT CASE FILES CONCERNING BORROWERS IN IDAHO AND WASHINGTON. 1935-46. 9 ft. 128

A typical case file contains correspondence, a lease, an agreement, a contract of sale, an appraisal report, and other records that document

the progress of the individual borrower in meeting his loan obligations and other responsibilities as a client on a resettlement project. Arranged by State, thereunder by project number, thereunder by case number.

LAND ACQUISITION CASE FILES. 1935-47. 5 ft.

129

Pertain mainly to land optioned, leased, or purchased as locations for resettlement projects in Idaho and Washington. Each case file usually contains some or all of the following records: offer to sell lands to the United States, Government option to purchase lands, appraisal report, tract map, abstract of title, certificate of title, condemnation hearing, warranty deed, preliminary opinion of the district attorney on title, final opinion of the Attorney General on title, and certificate of settlement. Also included in a case file are subsidiary forms and correspondence relating to the acquisition process. Arranged by State, thereunder by project number, thereunder by case number.

PLANS AND SPECIFICATIONS FOR SNOHOMISH FARMS IN WASHINGTON STATE. 1937. 1 ft.

130

Mainly engineering construction records, especially the working drawings and plans used by contractors and the project engineer. The specifications are processed copies received from the central office. The records are unarranged.

Records of Region 12

Records of the Office of the Director

GENERAL CORRESPONDENCE. 1935-42. 9 ft.

131

Relates to activities of the regional office. Some of the correspondence is classified as follows: 028 Suggestions (especially as they relate to specific resettlement projects), 070 Cooperation (with Federal agencies, States and municipalities, and individuals and private organizations), 160-02 Criticisms and Complaints, 161 Speeches, 500 Rehabilitation, 501 Drought, 505 Relocation, 530 Plans (rehabilitation farm and home plans), 570 [Farm] Debt Adjustment, 590 Cooperatives, and 934 Education. Arranged according to the classification scheme of 1935.

Miscellaneous Regional Records

PAPER TRACINGS AND BLUEPRINTS OF PLANS OF FARMSTEAD UNITS AND BUILDINGS OF RESETTLEMENT PROJECTS. 1936-38. 4 ft.

132

These plans represent a selection made from a number of regional offices by the National Archives as illustrating distinct new types of community buildings and houses, some of which had attracted considerable attention whereas others had served as models for wartime housing projects. The farmstead plans encompassed complete landscaping and crop-layouts as well as the buildings. Representative plans for community-center buildings are also included. The following projects are represented: Coffee County Farms,

Ala., where the cotton houses were a unique type; Ashwood, S. C., where steel houses were constructed; Mounds, La.; Chicot, Ark.; Richton, Miss.; New York Valley Farms, N. Y.; Scioto Farms, Ohio; Southern Michigan Farms, Mich.; Two Rivers, Nebr.; Nacogdoches, Tex.; Western Slopes, Colo.; Snohomish Farms, Wash.; La Forge Farms, Mo., where prefabricated houses were used; Gardendale, Ala., noted for its rammed earth houses; and Dona Ana, N. Mex., where adobe houses constituted one type of construction. The plans are grouped together by project.

Records of County Offices

RURAL REHABILITATION LOAN CASE FILES. 1934-44. 594 ft.

133

Case files of paid-in-full rural rehabilitation loans of 145 typical counties in the 134 major type farming areas in 43 States, as classified by the Bureau of Agricultural Economics. A typical case file contains a loan application, a loan agreement, a lease agreement, a mortgage, statements of accounts, receipts, a farm and home management plan, farm visit reports, and related correspondence. Arranged alphabetically by State, thereunder alphabetically by county, thereunder alphabetically by name of borrower. For a list of the States and counties, see appendix IV.²

RURAL REHABILITATION LOAN CASE FILES. 1934-44. 19 ft.

134

These are similar to the case files described in entry 133. They were received after the sampling job described in entry 133 was completed and thus are technically not part of it, even though many of the files came from the same counties. Arranged alphabetically by name of borrower.

²For the method used in selecting these folders, see Carl J. Kulsrud, "Sampling Rural Rehabilitation Records for Transfer to the National Archives," in The American Archivist, 10:328-334 (Oct. 1947).

APPENDIX I

Abridged List of Numeric-Subject Headings in the Classification Manual of 1935, as Amended in 1937

The classification numbers and subjects appearing below have been selected from several hundred, many of them subsidiary breakdowns, which constitute the total in the filing manual as amended. They will provide a sufficient basis for judging where most of the material may be found, especially when used in conjunction with appendix II.

000 GENERAL

- 028 Suggestions [both a general file and one by States and names]
- 030 APPOINTMENTS, INVITATIONS, AND MEETINGS
- 060 PROJECTS (general)
- 070 COOPERATION (general)
 - 071 [with] Federal agencies
 - 072 [with] States and municipalities
 - 073 [with] Private individuals and organizations
 - 074 [with] Resettlement Divisions

100 ADMINISTRATION

- 101 Organization
- 102 Contracts
- 103 Investigation (general)
- 120 LABOR [concerns largely nonagency personnel employed on projects]
- 130 PERSONNEL
- 140 LEGISLATIVE AND EXECUTIVE (laws, regulations, and appropriations)
- 150 PROCEDURE
- 160 PUBLIC RELATIONS
- 180 STATISTICS
 - 183 Reports (general)
 - 184 Land use planning (general)
 - 184-04
 - 049 Land use planning research or studies

200 LAND ACQUISITION

- 200-02 Program
- 201 Site selection
- 202 Plans
- 204 Appraisals
- 205 Options
- 206 Purchase contract (land and improvements)
- 208 Reports (general)

200 LAND ACQUISITION (continued)

210 TITLE [to real estate]

211 Abstracts and certificates of title

213 Clearance

214 Conveyance

230 PAYMENT (to vendors)

240 GOVERNMENT LANDS (transfer, administration, jurisdiction, and control by bureaus, offices, and independent agencies)

241 Public domain (including lands administered by Taylor Grazing Authority)

242 Grants [concerns land deeded to the Government]

243 Possession [occupancy]

299 Grantor [refers chiefly to proposals to convey land to the Government]

400 FINANCE

410 ALLOTMENTS

430 ACCOUNTING

460 AUDIT

500 REHABILITATION

501 Drought

502 Procedure (for rehabilitation of clients)

504 Soil Conservation Benefits (payments to clients under soil conservation program)

505 Relocation (of individuals and families)

510 APPEALS (for aid)

520 LOANS AND GRANTS

530 PLANS (rehabilitation plans for clients)

540 LEASE [of lands of clients]

550 INVESTIGATION AND SELECTION (of rehabilitation clients)

560 REPORTS

570 DEBT ADJUSTMENT

580 CLIENTS [case files on individuals]

590 COOPERATIVES [an extensive list of the kinds of cooperatives]

600 LEGAL

610 TAXATION

620 CORPORATIONS

630 BANKRUPTCY

650 LITIGATION

660 ADMINISTRATION

670 PATENTS, TRADEMARKS, AND COPYRIGHTS

680 LEASES

690 OPINIONS, RULINGS, AND DECISIONS (general)

700 DEVELOPMENT AND CONSTRUCTION

- 707 Material and Supplies
- 720 LAND AND WATER (improvement and treatment)
- 730 CONSERVATION (natural resources)
- 750 ROADS
- 760 UTILITIES
- 780 BUILDING CONSTRUCTION AND LAND DEVELOPMENT

900 PROPERTY OPERATION AND DISPOSITION

- 910 DISPOSITION OF LAND
- 930 ECONOMIC DEVELOPMENT
- 950 TRAINING (community manager, field attendants, health officials,
etc.)
- 960 MAINTENANCE
- 980 SPECIAL SKILLS [program involving crafts, arts, etc.]

APPENDIX II

Select List of Alphabetic Subject Headings Used in the Classified General Correspondence of the Resettlement Administration and the Farm Security Administration, 1935-42 (entries 1 and 2)

Only those subjects dealing with program functions and represented by a substantial quantity of records are listed below. A few of the subjects do not appear in the classification manual.

- | | |
|--|--|
| Accounting, 430 | Precedents (rulings, opinions, decisions, etc.), 002 |
| Administration, 100 | Projects |
| Delegation of authority, 101-01 | Completed, 183-05 |
| Investigation (general), 103 | General information, 060 |
| Organization, 101 | Public relations, 160 |
| Building construction and land development, 780 | Articles and press releases, 163-01 |
| Census | Newspapers and magazines, 163 |
| Agriculture, 181-07 | Publications, 169 |
| Cooperation (general), 070 | Radio, 165 |
| Crafts, 984 | Speeches, 161 |
| Criticisms and complaints, 160-02 | Rehabilitation, 500 |
| Clients', 503-01 | Appeals (for aid), 510 |
| Other, 503-02 | Collection (repayment [of loans]), 526 |
| Debt adjustment, 570 | Debt adjustment, 570 |
| Executive orders, 143 | Drought, 501 |
| Exhibits (fairs, conventions, etc.), 168 | Investigation and selection (of clients), 550 |
| Health and hygiene, 936 | Loans and grants, 520 |
| Inquiries (general), 080 | Plans (for clients), 530 |
| Japanese evacuation, 550-02 | Relocation (resettlement), 505 |
| Labor, 120 | Reports |
| Land acquisition, 200 | Annual, 183 |
| Options, 205 | Progress and cost index [projects], 789-507 |
| Site selection, 201 | Labor, 120-01 |
| Titles, 210 | Land acquisition, 208 |
| Land use planning (general), 184 | Land use planning, 184-041 |
| Legislative and executive (laws, regulations, and appropriations), 140 | Projects completed, 183-05 |
| Federal, 140-01 | Public relations, 166 |
| Loans and grants, 520 | Rehabilitation, 560 |
| Payment in lieu of taxes, 615 | Suggestions (general), 028 |

APPENDIX III

List of Major Subject Headings in the Classification Manual of the Farm Security Administration and the Farmers Home Administration Used From 1942 to Date

In addition to the major subject headings shown below, the classification scheme used by the Farmers Home Administration since 1942 contains a separate alphabetic list of secondary headings, which are preceded and identified by the first letter of the subject, plus a number. For a complete file number, the classifier combines the major and subsidiary classification numbers.

- 2 Accounts--Appropriations
- 3 Duration programs
- 6 Agricultural and domestic activities
- 8 Associations--Corporations
- 10 Claims
- 12 Communications--Records
- 14 Conferences--Committees
- 16 Conservation
- 18 Construction--Development
- 20 Equipment--Supplies--Materials
- 22 Insurance
- 24 [not used]
- 26 Land
- 28 Loans--Grants
- 30 Organization--Administration
- 32 Personnel--Employment
- 34 Public relations and information
- 36 Reports
- 38 Space
- 40 Taxes
- 42 Transportation
- 44 Welfare

APPENDIX IV

List of Counties in Major Farming Areas, for Which There Are Representative Rural Rehabilitation Loan Case Files (entry 133)

Alabama	Indiana
Dallas	De Kalb
Elmore	Hamilton
Marshall	White
Shelby	Iowa
Arizona	Boone
Cochise	Clayton
Mohave	Iowa
Pima	Lucas
Arkansas	Kansas
Benton	Atchison
Lonoke	Coffey
Pulaski	Ness
California	Sedgwick
Del Norte	Wallace
Monterey	Kentucky
Orange	Bell
Sacramento	Nelson
San Joaquin	Louisiana
Siskiyou	Assumption
Tuolumne	Avoyelles
Colorado	St. Helena
Alamosa	Maine
Bent	Aroostook
Delta	Kennebec
Logan	Maryland
Florida	Frederick
Lee	Michigan
Orange	Branch
Volusia	Oakland
Georgia	Presque Isle
Hart	St. Joseph
Worth	Van Buren
Idaho	Minnesota
Bannock	Isanti
Clearwater	Sibley
Fremont	Mississippi
Owyhee	Attala
Twin Falls	Carroll
Illinois	Jasper
Marion	Missouri
St. Clair	Lawrence
Wabash	Perry

Montana
 Pondera
 Stillwater
 Toole
 Nevada
 Churchill
 Washoe
 New Hampshire
 Rockingham
 New Jersey
 Burlington
 New Mexico
 San Miguel
 Santa Fe
 New York
 Livingston
 Monroe
 Oswego
 North Carolina
 Bertie
 Forsyth
 Pender
 Wake
 North Dakota
 Barnes
 Grand Forks
 Stark
 Ohio
 Jackson
 Oklahoma
 Lincoln
 Osage
 Ottawa
 Pittsburg
 Oregon
 Clatsop
 Jackson
 Pennsylvania
 Clarion
 Deleware
 Erie
 Juniata
 Lancaster
 South Carolina
 Berkeley
 South Dakota
 Clark
 McPherson
 Tennessee
 Davidson
 Franklin
 Moore

Tennessee (continued)
 Perry
 Williamson
 Texas
 Brazoria
 Dallas
 Dawson
 El Paso
 Hamilton
 Haskell
 Jeff Davis
 Kendall
 La Salle
 Leon
 Nueces
 Randall
 San Jacinto
 Throckmorton
 Willacy
 Wise
 Utah
 Grand
 Utah
 Vermont
 Addison
 Virginia
 Arlington
 Buckingham
 Cumberland
 Fairfax
 Pittsylvania
 Smyth
 Washington
 King
 Pierce
 Walla Walla
 Yakima
 West Virginia
 Fayette
 Nicholas
 Webster
 Wisconsin
 Jefferson
 Juneau
 Langlade
 Waukesha
 Wyoming
 Albany
 Crook
 Goshen
 Sublette

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PRELIMINARY



INVENTORIES

Number 119

RECORDS OF THE INFORMATION DEPARTMENT
OF THE OFFICE OF PRICE ADMINISTRATION

Compiled by Betty R. Bucher

The National Archives
National Archives and Records Service
General Services Administration

Washington: 1959

PRELIMINARY INVENTORY OF THE RECORDS OF
THE INFORMATION DEPARTMENT OF
THE OFFICE OF PRICE ADMINISTRATION

(Record Group 188)

Compiled by Betty R. Bucher



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FOREWORD

To analyze and describe the permanently valuable records of the Federal Government preserved in the National Archives Building is one of the main tasks of the National Archives. Various kinds of finding aids are needed to facilitate the use of these records, and the first step in the records-description program is the compilation of preliminary inventories of the material in some 300 record groups to which the holdings of the National Archives are allocated.

These inventories are called "preliminary" because they are provisional in character. They are prepared as soon as possible after the records are received without waiting to screen out all disposable material or to perfect the arrangement of the records. They are compiled primarily for internal use, both as finding aids to help the staff render efficient reference service and as a means of establishing administrative control over the records.

Each preliminary inventory contains an introduction that briefly states the history and functions of the agency that accumulated the records. The records themselves are described series by series, that is, by units of records of the same form or that deal with the same subject or activity or that are arranged serially. Other significant information about the records may sometimes be given in appendixes.

When the record group has been studied sufficiently and the records have been placed in final order, the preliminary inventories will be revised and the word "preliminary" dropped from the title of the revision. Meanwhile, as occasion demands and time permits, special reports, indexes, calendars, and other finding aids to the record group will be prepared.

Several finding aids that give an overall picture of materials in the National Archives have been published. A comprehensive Guide to the Records in the National Archives (1948) and a brief guide, Your Government's Records in the National Archives (revised 1950), have been issued. Forty-four Reference Information Papers, which analyze records in the National Archives on such subjects as transportation, small business, and the Middle East, have so far been issued. Records of World War I have been described in the Handbook of Federal World War Agencies and Their Records, 1917-1921, and those of World War II in the two-volume guide, Federal Records of World War II (1950-51). Many bodies of records of high research value have been edited by the National Archives and reproduced on microfilm as a form of publication. Positive prints of some 10,000 rolls of this microfilm, many of which are described in the List of National Archives Microfilm Publications (1953), are now available for purchase.

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INTRODUCTION

Responsibility for informing the public about economic controls--later delegated to the Office of Price Administration (OPA)--was originally assigned to the Consumer Protection Division of the National Defense Advisory Commission. This Division was organized by Harriet Elliott, Commissioner in Charge of Consumer Protection, under authority granted to her by the President on May 29, 1940, in accordance with the National Defense Act of 1916 (39 Stat. 649). Its chief function was to protect the general public against rising prices and rents and undue shortages of consumer goods resulting from defense programs. One of the Division's important activities was to keep the public informed about matters affecting its interests and to enlist its support for defense measures by distributing informational materials to consumer and civic organizations and to educational institutions.

The establishment and maintenance of effective contact with consumers required a field organization; hence, in the fall of 1940, Commissioner Elliott appointed consumer representatives to the State and local defense councils of the Division of State and Local Cooperation of the National Defense Advisory Commission. These consumer representatives were soon merged into consumer committees which, aided by Federal, State, and local agencies, set up consumer centers throughout the United States. The centers served both as clearinghouses and distributing points for defense information and, later, for wartime information.

From May 1940 until April 10, 1941, the Consumer Protection Division formulated policies with regard to rents and wholesale-retail prices, and the Price Stabilization Division, under Commissioner Leon Henderson, designed programs for the control of prices for raw materials and capital goods. On April 11, 1941, the Office of Price Administration and Civilian Supply was established by Executive Order 8734, and the two divisions--known by then as the Price and Consumer Divisions--were transferred to it. Responsibility for controlling prices was centralized in the Price Division. This was the first of a number of policy decisions and organizational changes which deprived the Consumer Division of most of its noninformational functions. In addition, many of its informational activities were allocated to the Division of Information of the Office for Emergency Management (OEM) and to the Office of Civilian Defense.¹

When the civilian supply functions of the Office of Price Administration and Civilian Supply were transferred by Executive Order 8875 of August 28, 1941, to the Office of Production Management (OPM) and the Office of Price Administration and Civilian Supply became the Office of Price Administration (OPA), several officials favored termination of the Consumer Division or, at the least, severe limitation of its activities. They felt that the protection of consumers in the

¹See Consumer Division Staff Bulletins and Field Staff Memorandum No. 9.

defense effort was the responsibility of the entire OPA rather than a single division, that some consumer interests had to be sacrificed to demands for war materiel,² and that relations with business concerns might be adversely affected by OPA identification with consumer groups. OPA Administrator Leon Henderson nevertheless retained the Consumer Division to act as liaison with consumer organizations. Miss Elliott, disapproving of this limited function for the Division, resigned in December 1941. For the next few months the public's source for data on economic controls was the Division of Information of the Office for Emergency Management.

In March 1942 the Consumer Division became a unit within the newly established Department of General Services. The Division's function was limited to explaining price, rationing, and rent regulations to consumer organizations and educational institutions. Other OPA public relations activities were directed by Leigh S. Plummer of the OEM, who, with his staff, was transferred to the Department of General Services on July 1, 1942. His unit became known as the Office of Information, with responsibility for explaining the price schedules to businessmen and newspapermen, for developing active relationships with the advertising profession, and for publicizing the agency's operations. Its field staff included newspapermen assigned, since December 1941, to most large cities. Under Dexter M. Keezer, Deputy Administrator of the Department of General Services, the Office of Information and the Consumer Division began to consolidate their informational efforts pertaining to tire and sugar rationing and the General Maximum Price Regulation.

By authority of Administrative Order 35 of July 3, 1942, the Consumer Division was organized into six branches—Consumer Requirements, Educational Relations, Program Activities, Commercial Relations, Field Service, and Editorial. The chief functions of the Division were to keep consumers informed about OPA actions; to interpret public reactions and attitudes toward price, rent, and rationing regulations; to develop programs of citizens activities for the efficient utilization of available consumer goods; and to encourage voluntary compliance with price, rent, and rationing regulations. Field personnel assigned to administer these functions were directed by regional consumer-relations executives, subject to the supervision of regional administrators and to the technical direction of the Consumer Division.

OPA public relations functions were entirely reorganized by Administrative Order 35, revised October 5, 1942. The Office of Information became the Information Department, to which the Consumer Division was transferred. Robert Horton, formerly Director of the Division of Information in the OEM and Plummer's successor as head of the OPA Office of Information, was designated the Deputy Administrator for Information. Under his direction were two staff offices—the Office of the Executive Officer and the Office of Field Services—and two operating divisions—the Press and

²OPA Office of Temporary Controls, "The Beginning of OPA," Historical Reports on War Administration, General Publication No. 11, 1947, p. 37-39.

Campaigns Division and the Consumer Division. These divisions were subdivided into branches.

From the time of its establishment, the Information Department was subject to frequent changes involving structure, programs, personnel, and, to a minor degree, function. These changes resulted from the necessity of adapting the Department, its staff, and its work, to the changing requirements of the agency as a whole and of its constituent parts, and to the shifting informational demands of the public. Moreover, each of the eight successive Deputy Administrators had his own idea of how public relations work should be organized and conducted.

The responsibilities of the Information Department remained essentially the same throughout its history. They were most clearly stated in a directive of July 21, 1944 (OPA Manual, Ch. 1-40), as follows: (1) to formulate and carry out in cooperation with operating decisions all public information and educational policies for the OPA; (2) to collaborate with program departments in developing specific programs in rationing, price control, and rent control, in order that probable public attitudes and reactions to substantive provisions of operating programs can be given full consideration; (3) to advise OPA officials as to their responsibilities in informing the public on OPA actions and to provide the services necessary to all branches of the OPA to accomplish the purposes of the information policy; (4) to issue all releases to the press, radio, magazines, or trade papers; (5) to clear all public statements by any employee of the OPA, including press interviews, radio addresses, and any other form of public statement on official business; (6) to plan, to prepare or clear, or to arrange for the performance of all motion pictures, radio programs, magazine articles, slide films, pamphlets, leaflets, advertisements, posters, and other materials for the dissemination of information to the general public; (7) to secure all required clearance of OPA materials with the Office of War Information and to serve as the sole contact with that agency on all information matters; (8) to approve newsletters, bulletins (except those prepared by the price department . . .), and other special informational materials, designed for general distribution to the trade, for form, style, conformance with established public relations policies, and for timing; (9) to review and to clear before issuance all regular bulletins, information sheets, newsletters sent by operating departments to OPA employees in the field or to local boards, except those exclusively containing procedures, digests of actions, amendments, operating instructions, and the like; and (10) to prepare or to clear, in consultation with operating departments, all advertising material designed by the OPA for use in private firms in connection with OPA programs.

Concurrently with the establishment of the Information Department, an information field organization was set up within the already existing OPA regional, State, and district offices. During the period November 1941-February 1942 the OPA had created 11 regional offices within the continental United States. The number of regional offices was reduced to eight

on May 7, 1942; then a ninth regional office, with its main office in Washington, D. C., was set up to supervise OPA offices in the Territories and possessions. The OPA field organization also consisted of a system of State and district offices, originally created to administer tire rationing which had begun in December 1941. On April 5, 1943, by authority of Staff Memorandum 157, the State offices were redesignated district offices. Most States had a single district office; the larger States, as before, had more than one district office. The field information divisions in the regional offices were similar to the national office organization but did not follow a uniform pattern. Generally they consisted of a regional information executive, a price officer, a radio officer, a group services officer, and an educational services officer. A few regional field information divisions also had a consumer relations officer. The district office was administered by district information executives and included such other staff members as the workload required.

The responsibilities of a field office were as follows: (1) to supply, for public use, complete, accurate, concise, and readily understandable information on the policies and activities of the Office of Price Administration; (2) to operate with an "open door" policy for the public and to ensure that all information pertaining to OPA policies or programs was fully and readily available to the public--except that gathered in confidence or pertaining to forthcoming action, premature announcement of which would impede a program or would provide financial advantages to persons having advance knowledge of the action; (3) to supply local war price and rationing boards, through their community service members, with information and programs to help them in their work; (4) to obtain from operating branches in the national office prompt and accurate answers to informational problems in the field, particularly with respect to the reasons why certain actions were not taken; and (5) to avail itself, insofar as possible, of the services and facilities of other Government agencies, including the Office of War Information, in carrying out its policies, and in every way possible to utilize existing media, such as newspapers, the radio, magazines, and motion pictures.

On February 1, 1943, Lou R. Maxon became Deputy Administrator for Information. Under his direction the Information Department worked out a clear-cut agreement with the Office of War Information (OWI), whose function, as it affected other agencies, was to coordinate the informational activities of all Federal agencies and to clear or approve all their informational activities and releases. The OPA-OWI agreement of April 7, 1943, gave the OPA responsibility for planning, preparing, scheduling, and executing informational programs through trade, educational, and other organized groups, and war price and rationing boards. It gave the OWI responsibility for the clearance of programs intended for wide public distribution through press, radio, and motion-picture channels.

Mr. Maxon was succeeded on August 17, 1943, by James F. King, under whom the Information Department was reorganized by Administrative Order

35, revised November 2, 1943. The Department thereafter consisted of the Office of the Deputy Administrator and of an Editorial Division, a Consumer Division, and a Field Division. In the Deputy Administrator's Office a Program Planning Staff was created, with its members assigned to programs in the fields of price, rent, rationing, and enforcement. This same order also provided for community service members to be appointed to every local war price and rationing board. These members were to act as chairmen of community service panels and were to serve as local representatives of the district information executives in making available full information about OPA policies and actions. In the national office a National Community Service Officer was added to the staff of the Field Division.

Five other Deputy Administrators were appointed in the Information Department before the postwar transfer of the OPA as a whole to the Office of Temporary Controls: Walter O'Meara, on December 17, 1943; Thomas Donnelly, on April 1, 1944; Alfred B. Stanford, on November 4, 1944; Robert R. R. Brooks, on May 16, 1945; and Ethel B. Gilbert, on June 16, 1946.

During this period changes were made in the organization and functioning of the Department. Mr. Donnelly somewhat decentralized the power of regional and district offices to modify national programs; he directed that the Field Division be organized into a Circulation Planning and Control Branch and a Community Service Branch; he added a Trade Relations Branch to the Editorial Division; and he redesignated the Consumer Division as the Group and Educational Services Division. Mr. Stanford gave division status to the Program Planning Staff in his office and made some minor changes in the Editorial Division. These changes were officially recognized in the OPA Manual in March 1946, when Mr. Brooks was Deputy Administrator. At that time the Group and Educational Services Division became the Community Service Division, and the Community Service Branch of the Field Division was abolished.

Under Mr. Brooks and Mrs. Gilbert, the work of the Department shrank considerably as price and rationing controls were dropped. By January 1947 the only two OPA programs still in effect were rent control and sugar rationing, and these were transferred to other Government agencies by the end of April. Staff reduction in the national office and field offices of the Department had begun as early as March 1946. Reorganization Instruction No. 1, issued by the OPA Deputy Administrator on November 12, 1946, provided for the closing of all district offices by January 31, 1947; and on December 12, 1946, by Executive Order 9809, the Information Department, with the other units of the OPA, was transferred to the Office of Temporary Controls. On January 24, 1947, the Information Department became the Office of Information, comprising the Office of the Director, the Field Branch, the Program Planning Branch, and the Media Branch.

Executive Order 9841 of April 23, 1947, provided for the termination of the Office of Temporary Controls by June 1, 1947. Five days later the Office of Information was abolished as an organizational unit by the

Commissioner--the successor to the Administrator of the OPA--in his Transfer and Liquidation Instruction No. 24. Transfer and Liquidation Instructions Nos. 37A and 43, issued in May 1947, set up the Office of Liquidation, comprising the Office of Information and other OPA offices, and assigned the field information staff to regional liquidation officers. Regional information units were terminated on June 1.

The records described in this inventory are chiefly the records of the Information Department of the Office of Price Administration, but they also include a few records of the Consumer Division for the periods May 1940-March 1942 and July-October 1942. These Consumer Division records are described with those of the Community Service Division, its successor. Records of the Consumer Division from March until July 1942 are among the records of the Professional Services Department of the OPA, the successor to the General Services Department, and will be described in an inventory of the management records of the OPA now in preparation. The records of the Information Department and those of the Consumer Division are part of the records in Record Group 188, Records of the Office of Price Administration.

The Information Department's records amount to 81 cubic feet of national office records and 114 cubic feet of field office records. Of these records, 25 cubic feet consist of still pictures, motion pictures, and sound recordings. Miss May E. Fawcett has described the motion pictures and sound recordings in entries 41 and 54, and Thomas W. Ray has described the still pictures in entries 42-48. The records of the Consumer Division amount to 10 cubic feet. The material in this inventory is arranged in accordance with the organization of the Information Department in March 1946. Informational publications, described in entries 93-136, were maintained as a separate group since, in many instances, all divisions may have worked on a single publication. The major organizational changes that occurred in the Information Department are listed in appendix I.

The disposition plans for the records of the Information Department of the national office were prepared by Miss Ellen G. Wilson, under the direction of Dr. T. R. Schellenberg, Chief of the OPA Records Branch. Miss Wilson found in a survey made in February 1947 that the policy and procedural records were "quite sketchy"³ and that most of the records related to the preparation of public relations materials. Decisions on many programs had been made at unrecorded meetings or in telephone conversations. Miss Wilson nevertheless discovered organizational and functional records of the OEM Division of Information and of the Information Department and its subdivisions. The operating records, with the exception of the record set of publications, were maintained at the branch level. At Miss Wilson's recommendation, the motion pictures, still pictures, and sound recordings prepared by the Information Department were transferred, in a group, to the Audio-Visual Records Division of the National Archives.

³Memorandum, Wilson to Schellenberg, Feb. 26, 1947, in box 7, records of the OPA Records Branch.

Ephemera, chiefly housekeeping records and reference materials, were weeded from the extant textual records and the remaining records were transferred to the National Archives in 1947. The disposition program for the informational records of field offices is described on pages 34-35. Personnel records for the employees of the Information Department are in the Federal Records Center, Region 6, St. Louis, Mo.

Related records may be found among the records of other offices and departments of the OPA in Record Group 188, Records of the Office of Price Administration; in Record Group 250, Records of the Office of War Mobilization and Reconversion; in Record Group 214, Records of the Office of Emergency Management; and in Record Group 56, Records of the Office of War Information.

RECORDS OF THE INFORMATION DEPARTMENT OF THE
OFFICE OF PRICE ADMINISTRATION

RECORDS OF THE NATIONAL OFFICE

RECORDS OF THE OFFICE OF THE DEPUTY ADMINISTRATOR

The Office of the Deputy Administrator, established by Administrative Order 35, revised October 5, 1942, included the Deputy Administrator, the Office of the Executive Officer and the Office of Field Services. The November 1943 reorganization abolished the Office of the Executive Officer, designated the Office of Field Services as a Division, and set up a Program Planning Staff in the Deputy Administrator's office. (The predecessor of this staff was the Campaigns Branch of the Press and Campaigns Division.) In April 1945 the Program Planning Staff became a Division. When the Information Department became the Office of Information in January 1947, the Deputy Administrator was designated as the Director. The Office of Information was abolished on April 28, 1947.

The Deputy Administrator for Information was responsible for the planning, preparation, scheduling, and execution of information programs disseminated to the general public and, at the request of the Price, Rationing, Enforcement, and Accounting Departments, to the trade.

The records of this Office include the interfiled records of the Office of the Deputy Administrator and the Office of the Executive Officer. Records of the Office of Field Services and of the Program Planning Staff are described with those of their respective successors, the Field Division and the Program Planning Division.

GENERAL RECORDS. 1942-47. 5 in.

The records, most of which are for the years 1944-46, consist of (1) ¹minutes of the Deputy Administrator's staff meetings (January-October 1944); (2) intraoffice memoranda relating to the functions and successive reorganizations of the Information Department and its subdivisions, informational "campaign" programs, the establishment and development of community service committees to assist in administering community publicity programs, the early history of the Department, the policy on nonpayment of employees for overtime given to writing, and the OPA's alleged use of schools for propaganda purposes; (3) a letter from the Deputy Director of the Office of War Information, enumerating all the services performed for the OPA during 1944; (4) copies of speeches given at regional staff meetings; (5) weekly narrative activity reports of the Department (November 1942-February 1943; February 1944-November 1945); (6) a copy of a publications distribution chart listing the titles of issuances, the frequency of publication, and the names of recipients (ca. 1944); (7) biographical sketches of "key" personnel; (8) a price panel operating manual and a community service member's handbook; and (9) a news-item fact sheet on the Emergency Price Control Extension Act (1946). Arranged by type of material.

CORRESPONDENCE WITH GOVERNMENT AGENCIES AND WITH BUSINESS, PRESS, AND
OTHER ASSOCIATIONS. 1944-46. 5 in. 2

Incoming letters and copies of outgoing letters, accompanied by some copies of radio speeches, journal or magazine articles, newspaper releases, and processed publications, showing the Department's efforts to gain public support for OPA controls, chiefly through the medium of non-Government publicity, and also reflecting its attempts to offset adverse criticism. Included is an OPA report, "Reply to NAM" [the National Association of Manufacturers] on price control, prepared for a House of Representatives committee in March 1946. Arranged alphabetically by name of correspondent.

CORRESPONDENCE WITH OTHER OPA DEPARTMENTS AND THE OWI. 1943-47. 11 in. 3

Letters and interoffice memoranda, accompanied by copies of inter-agency resolutions; minutes of staff meetings (1943); survey and statistical reports; excerpts of the OPA Administrator's policy statements to Congress; copies of speeches, radio talks, or press releases; and related publicity material. The records deal with policy matters; relations with the Office of War Information, other OPA departments, and trade, industry, farm, and business groups; informational programs; community service panel operations; and consumer and press reception of OPA controls. Arranged alphabetically by name of correspondent.

RECORDS RELATING TO INFORMATIONAL PROGRAMS. 1943-47. 5 in. 4

Correspondence with publishing companies; staff memoranda; statistical studies and reports used as background material for articles; speeches, articles, press releases, radio scripts, newsletters, fact sheets, and speech notes; summaries of editorial press reactions; press clippings; and work papers. They relate to the preparation and handling of publicity campaigns. Included is a small amount of material pertaining to the organization and operations of consumer advisory committees. Arranged alphabetically by name of program.

REGIONAL CORRESPONDENCE. 1944-47. 8 in. 5

Incoming memoranda and copies of outgoing memoranda exchanged with regional administrative officials, regional and district information officials, and local board informational panels; field office publicity materials; and newspaper clippings. They relate chiefly to campaign activities but also deal with the operation and liquidation of the Department. Also included are a few memoranda on national and regional budget appropriations. In two parts: one arranged chronologically, the other arranged by region number.

BUDGETARY MATERIAL. 1942-46. 10 in. 6

Chiefly quarterly budgetary estimates and justifications, and appropriation requests for travel, printing, contractual services, and special projects (e.g., expenditures to the Work Projects Administration for conducting a rent survey, May 1941). The records include narrative statements of the functions of the Department, its subdivisions, and personnel; organizational charts; instructional materials; statistical reports; and publicity materials. Arranged by calendar year, thereunder by type of budget.

RECORDS OF THE PROGRAM PLANNING DIVISION

This Division was set up in April 1945 under Director Douglas J. Bennet, but it was not officially recognized in the OPA Manual until March 26, 1946. In January 1947 it was reduced to branch status, and it was abolished with the Office of Information in April 1947.

The records of the Division include those of its predecessors--the Campaigns Branch, the Press and Campaigns Division, and the Program Planning Staff of the Office of the Deputy Administrator. They also include the extant records of the Agricultural Liaison Office--later, the Agricultural Liaison Office of the Program Planning Staff, and, still later, the Agriculture Liaison Branch of the Program Planning Division.

The specific functions assigned to the Division were (1) to plan and initiate programs for the Department of Information, and (2) to maintain liaison with the Bureau of the Budget and other Government agencies on information programs, and with national advertisers and other segments of private industry.

GENERAL RECORDS OF THE CAMPAIGNS BRANCH. 1942-43. 1 ft.

Mainly correspondence of the Branch Chief, Barton A. Cummings, who later became Director of the Press and Campaigns Division, but also other staff members, with advertising agencies, publishing companies, business firms, and the Office of War Information (OWI); interoffice memoranda; program progress and status reports; agenda and publication time schedules covering the preparation and release of audio, visual, and graphic publicity materials; and non-Government, Information Department, and OWI publicity materials (advertising mats, sample ads, photostats of posters, radio scripts, press releases, and booklets). The records relate chiefly to the preparation and clearance of information materials distributed by advertising agencies and non-Government associations, but they also deal with the organization and functions of the Division and with OPA-OWI cooperation. Arranged alphabetically by subject. 7

GENERAL RECORDS OF THE DIVISION. 1943-46. 5 in.

Internal and external correspondence; minutes of conferences of the Price and Information Departments with industry members (August 1944); weekly activity reports of the staff (August 1944-September 1945); progress reports; and guide sheets for weekly "emphasis" programs. The records relate to organization, function, procedure, Government and non-Government relations, economic developments, proposed programs (gasoline rationing, rent control, and the like), and local board operations. Arranged alphabetically by name of staff member or by subject. 8

RECORDS RELATING TO PROGRAMS. 1942-46. 6 in.

Correspondence with business associations, advertising agencies, the press, and the OWI; interoffice memoranda and memoranda exchanged with other OPA departments; field instructions; OWI reports on services performed for the OPA; copies of articles; broadcast materials; narrative 9

reports concerning the media and scope of individual programs, together with publicity materials; poster and display media; OWI publications; and journals of non-Government associations. The information programs include such subjects as the Grocer-Consumer Anti-Inflation Campaign, enforcement activities, housing, and rationing. Arranged by name of program or by subject.

SAMPLE FILE OF PRIVATE PUBLICITY MATERIAL. 1942-46. 3 in.

10

Studies, booklets, fact sheets, leaflets, industry mailing lists, advertising portfolios and mats, posters, and other charts prepared for small business display and consumer instruction by such organizations as the Petroleum Industry War Council, the Wrigley Co., and the Research Institute of America. Arranged alphabetically by name of organization.

CORRESPONDENCE OF THE AGRICULTURAL LIAISON OFFICE. 1945-46. 2 in.

11

In August 1942 it was decided that the OPA, instead of setting up its own information section for farm groups, should use the existing facilities of the Department of Agriculture. Florence Reynolds was sent as the agricultural liaison officer to the Department where her function was to transmit OPA farm information for incorporation into publications, to plan programs, and to clear all materials prepared for agricultural groups. The responsibility for this function shifted back and forth between the Information Department and the Agriculture Department, and in June 1946 it was assigned to the Program Planning Division.

The activity reports of Florence Reynolds are described in entry 63. The only other extant records of the office are described below. The records were originally kept in the Department of Agriculture; but in the summer of 1945 they were sent to the OPA Rationing Department and, later on, they were dispersed. The work of the agricultural liaison officer and her staff consisted of issuing the "OPA Daily Bulletin" (see entry 115) and the "Farm Clip Sheet" (see entry 133).

This series includes correspondence exchanged with the Department of Agriculture; farm informational memoranda prepared for Department of Agriculture dissemination; sample activity reports of the liaison office (1944-45); articles prepared for farm journals; and other liaison materials (1942-43). The records deal with Office of Price Administration-Department of Agriculture liaison and with the Office's organization, functions, and farm programs. Arranged by subject.

RECORDS OF THE FIELD DIVISION

This Division was established on November 2, 1943, and included among its staff members a National Community Service Officer. On July 21, 1944, the OPA Manual provided that the division consist of two branches--the Circulation Planning and Control Branch and the Community Service Branch. The latter branch was abolished in March 1946 when the Community Service Division was created. The Field Division was designated a branch in January 1947 when the Office of Information was set up.

The specific functions of the Field Division were as follows: (1) to plan the organization and basic procedures of the information staffs in the field and to develop systems of instruction, reporting, communication, and control; (2) to maintain liaison with the several divisions of the Information Department and the OPA organization units affecting field information programs; (3) to analyze field information reports and to make available to program personnel any public reactions to OPA programs reported by the field information programs; and (4) to keep the field information staff advised of program and news developments and to schedule and relay news releases.

The records of the Division include a few records of the Division of Field Operations of the OPA, established in October 1941; some records of the Field Service Branch of the Consumer Division of the OPA for the period July-October 1942; and all the records of the Division's predecessor, the Office of Field Services of the Deputy Administrator's office, as well as the records of the Field Branch, which succeeded the Division in January 1947.

The Director of the Field Service Branch was Sargent B. Child. Donald MacPhail headed the Office of Field Services and, later, the Field Division. He was succeeded, in turn, by Thomas Donnelly, Jack O'Brien, Charles L. Coltman, and Clifford Patton.

CORRESPONDENCE OF THE DIVISION OF FIELD OPERATIONS. Nov. 1941-June 1942. 1 in.

This series documents in part the establishment of the OPA field organization, and the beginning of the tire and sugar rationing programs as well as investigations of price evasions in the paper industry. The correspondence consists mainly of copies of letters sent by Director Frank Bane to State Governors, State tire rationing administrators, and Office of Civilian Defense State defense councils, but it also includes some interoffice memoranda and a few copies of progress reports. Arranged by type of material. 12

CORRESPONDENCE WITH REGIONAL OFFICES. Oct. 1942-Nov. 1943. 3 in.

This series, maintained by the Office of Field Services, consists chiefly of copies of memoranda exchanged with regional officials and local boards by the Office of the Deputy Administrator, the Press and Campaigns Division, and the Consumer Division. Included are some interoffice memoranda and regional progress reports. Arranged by region number, thereunder by name of division. 13

MISCELLANEOUS MEMORANDA. 1942-43. 2 in.

Consist of interoffice memoranda and copies of memoranda exchanged with the Office of the OPA Administrator, relating to the functions and operating procedures of field offices and methods of assisting national organizations offering their cooperation to the OPA; a complete set (Nos. 1-55) of procedural issuances entitled "Field Service Memo," prepared by 14

the Field Service Branch of the Consumer Division; and correspondence with field offices relating to procedures and programs. Arranged alphabetically by subject.

RECORDS RELATING TO PROGRAMS. 1943-46. 3 ft.

15

Memoranda and teletypes exchanged with regional offices, including some exchanged with the Price, Rent, and Rationing Departments; interoffice memoranda; processed issuances; program budget estimates; narrative, statistical, and survey reports of the OPA and the OWI; regional organizational charts; publicity materials (program guidebooks and manuals, copies of speeches and articles, radio fact sheets, scripts, stories, discussion guides, leaflets, posters, and photographs) prepared at all operating levels and by various business and educational groups; summaries of editorial opinion; newspapers; and work papers. The records relate to programs for the operations of local boards, community service panels, and consumer relations advisory groups; numerous publicity programs; public reaction to the OPA; and, incidentally, the functions, policies, and procedures of the Department. Arranged alphabetically by subject.

READING FILE OF THE DIRECTOR. 1943-44. 2 in.

16

Copies of memoranda and teletypes sent by successive directors chiefly to regional information executives but also to the Office of the OPA Administrator, containing information for public release or dealing with operating problems. Grouped by type of material, thereunder arranged chronologically.

MISCELLANEOUS REPORTS OF FIELD ACTIVITIES. 1942-43. 1 in.

17

Consist of (1) copies of narrative summaries of field reports covering the publicity activities of the Consumer Division and of the Information Department; and (2) processed OWI summaries, including a few copies of the original reports, enumerating the services performed in the dissemination of information concerning OPA activities. Arranged as described.

"DAILY FIELD REPORT." Nov. 1942-May 1947. 3 ft.

18

This issuance was a single mimeographed sheet sent by airmail each day from the Office of the Field Director to the regional offices in order to transmit instructions on current operating programs and to keep the field informed about printed or other duplicated materials being sent out from the Publications Department. Accompanying the individual reports are publicity and instructional materials. Arranged chronologically.

REGIONAL OPERATING REPORTS. 1943. 10 in.

19

Narrative bimonthly summaries prepared by regional information executives, including a few district office reports and local newspapers, relating to public education and publicity programs; relations with labor, press, and other groups; and local economic conditions. Arranged by region number.

MISCELLANEOUS RECORDS RELATING TO FIELD ACTIVITIES. 1944. 1 ft.

20

Consist of (1) memoranda and teletypes received from and sent to regional offices, together with newspaper clippings and various publicity materials, relating to press activities and to the distribution of printed matter; and (2) statistical forms completed by district offices concerning local transmission of radio broadcasts. Arranged by region number, thereunder in the two groups described.

RECORDS RELATING TO REGIONAL OPERATIONS. 1944-47. 4 ft.

21

Correspondence with regional, district, and local board officials, together with interoffice memoranda and letters from non-Government organizations; narrative and statistical survey and appraisal reports; agenda and minutes of regional conferences; regional issuances; processed speeches, radio scripts, bulletins, newsletters, and leaflets; and newspaper clippings. The records deal chiefly with the planning and execution of the information program through the media of press, radio, films, local boards, and community service panels. At the beginning of the series are some survey reports pertaining to the community service panels and the meat program (1944-45). Divided into two periods, 1944-45 and 1946-47, grouped thereunder by region number, and further arranged alphabetically by subject.

RECORDS RELATING TO REGIONAL CONFERENCES. 1944. 2 in.

22

Processed and typed reports, minutes, speeches, memoranda, agenda, and a few regional issuances concerning (1) meetings of the district information executives at which operations were discussed; (2) field trip conferences of national office personnel with local groups; (3) conferences held with national associations about anti-inflation campaigns; and (4) development of community service and educational programs. Arranged by region number.

REGIONAL PROGRESS REPORTS. 1944-47. 1 ft.

23

Narrative summaries submitted weekly (1944-45) and bimonthly and monthly (1946-47) by regional information executives, containing information about conferences, program plans, service relations with private organizations and the press, specific campaigns, and radio activities. Arranged in chronological periods, as stated above, and thereunder by region number.

RADIO PROGRAM REPORTS. 1944-46. 1 ft.

24

Statistical form reports, together with memoranda and teletypes and a few scripts, prepared by regional district offices for "Hasten the Day," "District Director Radio Talk," Chester Bowles' broadcasts, and addresses by the OPA Administrator. The forms list the program title, stations broadcasting, broadcast schedules, and the estimated audience coverage. Included are some related reports for 1943 as well as a processed copy of an OPA-OWI agreement about field operations. Arranged chronologically, thereunder by region number or by month.

MISCELLANEOUS FIELD REPORTS. 1944-45. 1 in.

25

These reports were apparently submitted in response to specific requests. They consist of (1) regional statistical reports (May-June 1944;

August 1945) about publicity and public relations media originating in district offices; (2) statistical survey reports on cooperation given by the Denver region newspapers (September 1945); (3) a list of the number of business establishments in all district offices (February 1945); and (4) narrative activity reports of district offices in the Atlanta region (May 1944). Arranged as described.

REGIONAL SURVEY REPORTS. 1945-46. 2 in.

26

Chiefly charts and narrative reports containing data about and appraisals of various informational programs, or relating to the progress made in the reconversion of industry to peacetime production and employment, or concerning the attitude of the Negro press toward the OPA. Arranged alphabetically by subject.

DISTRICT OFFICE REPLIES TO NEWSPAPER EDITORIALS. 1945. 1 in.

27

A sample (Regions I, II, and IV are not included) of copies of letters replying to local newspaper editorials with which they are filed. The replies deal chiefly with adverse criticism of OPA policies. Arranged by region number.

RECORDS RELATING TO TYPICAL COMMUNITY SERVICE PROJECTS. 1945-46.

7 in.

28

These records, submitted to the Division by district offices in connection with the writing of the OPA history, consist of narrative reports and "exhibits" that not only document the work of community service panels on specific information panels but also show the execution of publicity programs at the local level. The "exhibits" are such items as handbooks, histories of local boards, resolutions of organizations sent to Congress, radio scripts, photographs, news stories, window display posters, and consumer distribution material (bulletins, leaflets, and fact sheets). Arranged by region number, with records relating to national projects at the beginning of the series.

QUARTERLY PROGRAM SUGGESTIONS. Dec. 1944. 1 in.

29

Regional and district office narrative evaluations and recommendations covering existing programs and procedures, submitted for program planning. Arranged by region number.

PERSONNEL BUDGET RECORDS. 1943-46. 3 in.

30

In two parts: narrative and statistical justifications and memoranda covering the Division's quarterly personnel allocations; and statistical forms submitted quarterly by regional offices, giving the name of the incumbent, his title, grade, and salary, and the total monetary expenditures for personnel (April-December 1943). Each part is arranged chronologically.

REGIONAL PERSONNEL REPORTS. 1944-47. 10 in.

31

Monthly listings of all regional personnel, submitted in connection with payroll and budget appropriations, giving each employee's title, grade, and salary. In each regional folder are notices and memoranda relating to personnel actions. A few related reports on Negro personnel (March-

April 1945) are at the end of the series. In two parts: for 1944, arranged monthly; and for 1945-47, arranged by region.

RECORDS RELATING TO JOB RECLASSIFICATIONS. 1945. 5 in.

Correspondence between the regional information executives and the national office, containing recommendations and personnel appraisals together with such supporting materials as narrative descriptions of district office operations, summaries of activities, and samples of publicity materials. The records pertain to the job classification for district information executives. Arranged by region number. 32

RECORDS OF THE EDITORIAL DIVISION

This Division was created on November 2, 1943, to succeed the Press and Campaigns Division. It comprised a News Branch, a Radio Branch, and a Media Branch. The three successive reorganizations of the Department, authorized by the OPA Manual (revised July 21, 1944; April 25, 1945; and March 26, 1946), each added a Branch: the Trade Relations Branch, the Magazine and Features Branch, and the Visual Services Branch. The Division was replaced by the Media Branch in January 1947. This Branch was terminated with the Office of Information in April 1947.

This Division was responsible for the preparation, editing, and clearance of all written, printed, and visual materials produced by the Information Department, and for the approval of special information materials prepared by the program departments of the OPA and designed for general distribution to the trade.

The records of the Division include those of its predecessor, the Press and Campaigns Division (with the exception of the records of the Campaigns Branch which are described with those of the Program Planning Division), and those of its successor, the Media Branch.

The Directors of the Division were: Elliot Marple (September 1943-December 1944), Herbert Little (February 1945-May 1946), and William R. Auman (May 1946-April 1947).

RECORDS OF THE DIRECTOR OF THE PRESS AND CAMPAIGNS DIVISION. May 1941-July 1943. 2 in.

These records were maintained by Leigh S. Plummer, who was Director of the Division of Information of the Office of Emergency Management (April 1941-July 1942), Director of the OPA Office of Information (July-October 1942), and Director of the Press and Campaigns Division (October 1942-July 1943). They consist of summaries of staff meetings; narrative statements on OPA functions; quarterly reports (October 31, 1942, and January 31, 1943); activity reports; correspondence with the Office of Emergency Management, the Office of War Information, the Office of Facts and Figures, other OPA departments, publishing companies, advertising agencies, and industrial or business concerns; interoffice memoranda; copies of speeches 33

by OPA officials; and a compendium of OPA rulings concerning advertising and selling practices. They document chiefly the early history of the public relations function, the establishment and organization of the Information Department and the Press and Campaigns Division, and the development of public relations policy and, to a small degree, its operation. Arranged by subject.

RECORDS OF THE DIRECTOR OF THE EDITORIAL DIVISION. 1943-46. 5 in. 34

These records, maintained by successive directors, consist of correspondence with the Office of War Information, the Office of War Mobilization and Reconversion, and the Coordinator of Inter-American Affairs; interoffice memoranda, including several exchanged with the OPA Administrator; summaries of interagency meetings attended by information officials; a little correspondence exchanged with labor, industry, and farm associations, and the general public; and publicity materials. They relate chiefly to interdepartmental and interagency exchange of information and to publicity on the program. Arranged alphabetically by name of person or by subject.

CORRESPONDENCE OF WILLIAM H. WELLS. 1942-44. 2 in. 35

Mr. Wells was head of the Publications and Graphic Section of the Campaign Branch, Chief of the Media Branch of the Editorial Division, and Assistant Director of the Division. His files include a few incoming letters but consist chiefly of copies of outgoing letters sent to the Office of War Information and to film, publication, and advertising associations about campaigns and publicity materials. Also included are some related interoffice memoranda. The files deal with publicity releases and, to a small degree, with the organization and functions of the Publications and Graphics Section. Arranged alphabetically by subject.

RECORDS OF WILLIAM R. AUMAN. 1944-46. 1 ft. 36

Mr. Auman was a newswriter in the Press and Campaigns Division (July 1942-November 1943), Chief of the News Branch of the Editorial Division (January-November 1945), a member of the Trade Relations Branch (November 1945-May 1946), and a Director of the Editorial Division (May 1946-April 1947). His records consist largely of copies of speeches, articles, press releases, and other material reviewed by him, and of related correspondence. Arranged by type of material.

CORRESPONDENCE OF WILLIAM R. AUMAN. 1945-46. 11 in. 37

Letters exchanged by Mr. Auman with newspapers, journals, and news commentators, relating to their favorable or unfavorable comments about OPA programs. Arranged alphabetically by name of organization or person.

PRESS CONFERENCE TRANSCRIPTS. Jan. 1942-Sept. 1946. 10 in. 38

Verbatim transcripts of press conferences of the successive OPA Administrators, relating to such subjects as price, rent, and rationing control; the economic situation; and labor relations. Included are a few speeches delivered to members of the Price Department. Arranged chronologically.

Records of the News Branch

GENERAL CORRESPONDENCE. 1942-46. 3 in.

This series was created by the News Branch of the Press and Campaigns Division and of its successor, the Editorial Division. The records consist chiefly of interoffice memoranda, letters exchanged with the press or individuals, and copies of miscellaneous releases containing information about the organization of the OPA and its specific programs or activities. Arranged by subject. 39

NEWSPAPER CLIPPINGS. 1944-45. 5 in.

Clippings from Negro newspapers, dealing with the following subjects: rent, prices, veterans, local boards, enforcement personnel, and rationing. Arranged in the order described. 40

Records of the Visual Services Branch

MEMORANDA. 1944-46. 2 in.

Interoffice memoranda of the Branch and of its predecessor, the Media Branch; a few letters exchanged with photography firms; and inventory lists of printed publications (1943-44) relating to the production and use of visual aids and to branch procedures. Also included is a list of motion pictures and film strips transferred to the National Archives in 1947. Arranged alphabetically by subject. 41

MOTION PICTURES. 1943-46. 2 cu. ft.

Fifteen, 1-reel, black-and-white, 16 mm. motion-picture films (14 sound films and 1 silent film) describing and dramatizing the OPA's rent control, rationing, conservation, price control, and other programs. The silent motion-picture film shows various views of the festivities held in Jackson, Tenn., to celebrate "Victory Over Inflation Week." 42

MOUNTED PHOTOGRAPHS FOR FILMSTRIPS. 1942-45. 11 ft.

Approximately 1,500 mounted photographic prints used in making filmstrips illustrating price control and black markets. Arranged by name of filmstrip. 43

PHOTOGRAPHIC NEGATIVES OF FILMSTRIPS. 1942-45. 4 in.

Approximately 250 photographic negatives of six filmstrips. Arranged by name of filmstrip. 44

FILMSTRIP SCRIPTS. 1942-45. 4 in.

Folders containing typewritten and mimeographed scripts to accompany filmstrips. Arranged alphabetically by title of filmstrip. 45

PHOTOGRAPHS OF EXHIBITS AND ACTIVITIES. 1942-45. 10 in.

Approximately 30 folders and envelopes containing photographic prints and negatives showing window and counter displays, and scenes from motion pictures illustrating OPA operations. Arranged alphabetically by subject. 46

PHOTOGRAPHS OF OPA OFFICIALS. 1941-46. 1 ft. 47

Approximately 90 folders containing photographs of administrative personnel. Arranged alphabetically by surname of official.

OVERSIZED COLORED ORIGINAL POSTERS. 1942-46. 9 in. 48

Approximately 70 oversized watercolor and pencil sketches, paintings, and drawings depicting price control and rationing operations. Arranged by size.

LANTERN SLIDES. ca. 1942. 5 in. 49

Thirty-two colored lantern slides of posters, charts, and diagrams used to illustrate a lecture entitled "Price Ceiling and the Retailer." Arranged numerically, 1-32.

Records of the Trade Relations Branch

GENERAL RECORDS. 1942-46. 3 in. 50

This series relates not only to the activities of the Branch but also to those of its predecessors, the Trade Services Branch of the Press and Campaigns Division and the Commercial Relations Branch of the Consumer Division. The records consist of correspondence with trade associations and of interoffice memoranda about policy and operations; a study prepared by Harriet W. Jones on the organization, functions, and operations of the Branch (March 1945); a copy of the Branch's history; progress reports on printed publications; and lists of trade publications. Arranged by subject.

SAMPLE ARTICLES SUBMITTED TO TRADE PUBLICATIONS. 1944-46. 3 in. 51

Copies of articles prepared by the Branch and published by trade magazines, accompanied by some correspondence, relating to OPA programs. At the end of the series are some memoranda of the terminated Retail Trade and Services Division of the Rationing Department (1942), inherited by the Branch, dealing with its organization and functions. Arranged alphabetically by subject.

Records of the Radio Branch

GENERAL RECORDS. 1941-47. 2 in. 52

Correspondence with the Office of War Information, broadcasting companies, and private individuals; interoffice memoranda; a history of the branch; activity reports; broadcast schedules; and audience ratings. The records relate, in some measure, to budget and function but chiefly to the preparation, scheduling, and dissemination of radio broadcasts. Arranged by type of material.

RADIO SCRIPTS. 1942-46. 1 ft. 53

Copies of scripts for programs, interviews, news roundups, and spot announcements sponsored by the OPA or by commercial concerns as a public service. Included are some OWI reports, with sample exhibits, summarizing

activity on such projects as fuel oil conservation, the black market in meat, and homefront pledges. Arranged alphabetically by title of program or script.

TRANSCRIPTS OF NEWS COMMENTATORS. 1946. 1 ft.

Verbatim transcripts of radio broadcasts made by numerous commentators, such as Fulton Lewis, Jr., Leif Eid, and Earl Godwin, on OPA programs. At the beginning of the series are some miscellaneous transcripts and related correspondence (1946-47). Arranged chronologically by month. 54

SOUND RECORDINGS. 1942-47. 13 cu. ft.

517 sound recordings, 16-inch, 33-1/3 r.p.m., covering OPA radio broadcasts of announcements, interviews, speeches, dramatic sketches, and other types of programs on rent control, price control, rationing, black markets, and other aspects of OPA functions and activities. 55

Records of the Magazine and Features Branch

GENERAL RECORDS. 1943-46. 2 in.

Consist of a history of the Branch; copies of transcripts of conferences between Government information agencies and magazine editors or representatives discussing information programs; correspondence with the OWI and with Madeleine Brennan, an OPA Information Specialist, relating to the preparation and distribution of magazine articles; progress reports on articles submitted to publications; copies of articles; and lists of typical accusations directed at the OPA. Arranged in the order described. 56

RECORDS RELATING TO MAGAZINE ARTICLES. 1943-46. 1 ft.

Typed and printed drafts of articles, and related correspondence. Arranged by name of magazine. 57

RECORDS OF THE COMMUNITY SERVICE DIVISION AND ITS PREDECESSORS

This Division was established in August 1945, but it was not recognized in the OPA Manual until March 26, 1946. Its predecessors were the Consumer Division, the Group and Educational Services Division, and the Community Service Branch.

The special functions of the Division--similar to those of its predecessor, the Group and Educational Services Division-- were as follows:

(1) To plan, prepare, adapt, and execute informational and educational programs designed to be used through national, State, and local organizations and educational institutions, and to secure their active cooperation in achieving widespread support of OPA programs; and otherwise to assure dissemination of OPA educational and informational materials to individuals in their communities.

(2) To plan programs for information panels in price control boards that would develop effective community understanding and participation;

and to assist field offices in the execution of informational panel programs.

(3) To analyze and evaluate community service materials and programs in the field with a view to improving and strengthening community service operations and to making more effective the programs and materials designed for local use.

(4) To establish and maintain working relations with educational associations and institutions and with men's and women's social and civic groups in order to acquaint them with OPA policies and programs; and to supply informational and educational materials on OPA policies, programs, and operations to organized groups and educational institutions.

(5) To maintain liaison with OPA operating departments and offices with veterans', agricultural, and labor advisers, and to assist them in securing the active cooperation of organized groups and educational institutions and in promoting volunteer participation of price control board programs.

The records of the Division include some of the records of the Consumer Division under the National Defense Advisory Commission, the Office of Price Administration and Civilian Supply, and the Office of Price Administration, and all the records of the Community Service Division's predecessors in the Information Department. The records were maintained as they had been arranged within the Group and Educational Services Division—general files (including some records of the terminated Consumer Division) and records of the subdivisions of the Group and Educational Services Division.

J. Paul Leonard directed the Consumer Division of the OPA. He was succeeded by Oliver Peterson, who later served as Director of the Group and Educational Services Division and of the Community Service Division.

RECORDS RELATING TO ORGANIZATION AND FUNCTION. 1941-46. 2 in. 58

Interoffice memoranda; narrative reports; and a few histories relating to the establishment, functions, and termination of the Consumer Division, the Group and Educational Services Division, and the Community Service Division, and also of their subdivisions. Included are copies of a few publicity articles about the OPA (1942). Arranged by subject.

PROGRESS REPORTS. 1941-46. 3 in. 59

An incomplete set of periodic summaries of activities and conferences, prepared chiefly by the various branches but also by the successive divisions (Consumer Division, Group and Educational Services Division, and the Community Service Division). At the end of the series are a few miscellaneous memoranda, speeches, and articles of the Director. Arranged chronologically.

MISCELLANEOUS RECORDS. 1944-46. 3 in.

Minutes of staff meetings and of meetings of the National Community Service Panel; analyses of regional publications prepared for community service panels; and interoffice memoranda relating to community service panel operations and programs. Related reports are described in entry 133. Grouped by type of material. 60

Records of the Consumer Division

GENERAL RECORDS--SERIES I. July 1940-Jan. 1942. 10 ft. 61

This series documents the Division's policies, procedures, and programs from the time of its establishment under the National Defense Advisory Commission until the resignation of Commissioner Elliott; and it contains some information about her attempt to maintain the Division after it was absorbed by the OPA. The records consist of minutes of staff meetings, correspondence, reports, and background materials for publications. Arranged according to a decimal classification scheme, the main headings of which are as follows:

100	Organization	208	Distribution Cost
200	Advisory Service to Consumers	209	Foreign Trade
201	Background Studies	210	Labor
202	Consumer Correspondence	211	Prices
203	Conferences	212	Housing
204	Government Purchases	213	Public Utilities
205	Capacity and Requirements	214	Basic Mats
206	Anti-Trust	215	Monetary and Fiscal Policy
207	Production	216	Cost of Living Surveys
		217	Publicity and Publications

GENERAL RECORDS--SERIES II. 1940-42. 3 in. 62

Organizational charts; studies; reports; minutes of an Emergency Rent Drafting Committee meeting attended by National Defense Advisory Commission officials, representatives of housing agencies, and State and local officials; correspondence with other Government agencies; and a bibliography of material published by the Division. The records show the Division's attempts to secure State and public support for wartime controls; they also contain information on the Division's function. Arranged alphabetically by subject.

RECORDS OF THE EDITORIAL BRANCH. Oct. 1941-Nov. 1942. 2 in. 63

Consist of (1) internal memoranda and copies of letters sent to other Government agencies by Branch Chief William H. Wells and Division Director Robert E. Sessions, relating to organization, functions, programs, and OPA relations with the American Standards Association; and (2) narrative activity and field reports prepared by the Branch and other branches of

the Division, as well as by Florence Reynolds, liaison officer to the Department of Agriculture (see entry 11). Arranged by type of record or alphabetically by name of correspondent.

RECORDS RELATING TO FIELD OPERATIONS. 1942. 1 in.

64

Memoranda exchanged between the Consumer Relations Branch and the Field Service Branch of the Consumer Division, and narrative summaries of regional activity reports relating to the operation of the consumer education program at OPA local boards, Office of Civilian Defense State defense councils, and the Department of Agriculture's war boards. Arranged chronologically.

READING FILES. 1940-41. 5 ft.

65

Copies of interoffice memoranda and of outgoing correspondence with other Government agencies; business, civic, and educational groups; and the public about the protection of consumer interests. Arranged alphabetically by name of staff member.

Records of the Group Services Branch

GENERAL RECORDS. 1942-45. 2 in.

66

Organizational charts, memoranda, narrative weekly activity reports, a history of the Women's Section of the Branch, and lists of cooperating civic and social groups. They relate to the functions and programs of the Branch. Grouped by type of material.

RECORDS RELATING TO CONFERENCES. 1942-46. 4 in.

67

Chiefly transcripts of proceedings, but including some summary reports and interoffice memoranda, recording discussions of staff meetings of the Division and of the constituent branches and of OPA conferences with other Government agencies; various national business, civic, and religious groups; and consumer advisory committees. They relate to consumer cooperation with price and rationing controls. Arranged chronologically.

CORRESPONDENCE WITH NATIONAL CHURCH ORGANIZATIONS. 1943-46. 2 in.

68

Incoming letters and copies of outgoing letters, together with private and OPA publications, relating to the support of religious institutions for price and rationing controls. Arranged alphabetically by name of organization.

RECORDS RELATING TO PROGRAMS. 1941-45. 8 in.

69

Interoffice memoranda, activity reports, program outlines and digests, speeches, articles, radio scripts, discussion guides, and similar publicity materials prepared in connection with such programs as "Food Fights for Freedom," "War Against Waste," "Fuel Conservation," and "Home Front Pledge." Included are some studies and reports relating to the Canadian system of defense financing and to the mobilization of American organizations for defense purposes (1940-41). Arranged alphabetically by name of program.

OUTGOING MEMORANDA. 1944-45. 2 in.

Copies of memoranda sent to regional information executives, together with articles, leaflets, and fact sheets prepared by private organizations and a few OPA press releases, containing information about the cooperation of various organizations in consumer educational campaigns. Arranged chronologically. 70

Records of the Men's Section

RECORDS RELATING TO NEGRO ORGANIZATIONS. 1942-45. 3 in. 71

Interoffice memoranda, copies of outgoing letters, weekly activity reports of the Section, reports of field trips, and copies of articles submitted to magazines. They are concerned with the scope and effectiveness of the information programs designed for civic, social, and professional groups. Arranged alphabetically by subject.

CORRESPONDENCE WITH NEGRO ASSOCIATIONS. 1943-46. 2 in. 72

Chiefly incoming letters and copies of outgoing letters, but including some memoranda sent to the field, relating to the national activities of business, educational, and civic groups in support of OPA wartime control programs. Arranged alphabetically by name of association (A-O).

CORRESPONDENCE WITH NATIONAL ORGANIZATIONS. 1944-46. 4 in. 73

Correspondence exchanged between Branch Chief Paul Stoakes and such civic organizations as the American Legion, Rotary International, and the United States Junior Chamber of Commerce, relating chiefly to the use of OPA informational issuances and articles but also to the program for enlisting community support of war price and rationing boards. Included are copies of typed and published articles and speeches prepared by the Branch. Arranged alphabetically by name of organization.

PROGRESS REPORTS OF THE STAFF. 1943-46. 1 in. 74

Chiefly periodic summaries of activities and field trips, but including copies of outgoing memoranda and a few articles, relating to the preparation and distribution of informational materials and to contacts with national business, social, and civic associations. Arranged alphabetically by subject.

Records of the Women's Section

PROGRESS REPORTS OF THE STAFF. 1941-46. 3 in. 75

Narrative periodic summaries of activities and field visits to national and local business and civic organizations, prepared chiefly by the Section but also by a member of the Consumer Division. They show the type and degree of assistance given to OPA programs by women's associations. Lists of organizations and OPA publications are at the end of the series. Arranged alphabetically by name of staff member.

CORRESPONDENCE WITH NATIONAL ASSOCIATIONS. 1943-46. 6 in. 76

Mainly letters exchanged with professional, business, and civic organizations, but including copies of manuscript and processed publicity materials (bulletins, convention resolutions, study outlines, and articles), with some material for 1941-42. At the end of the series are related miscellaneous records. The series relates to the activities of the organizations in publicizing OPA programs through publications, meetings, and conventions. Arranged alphabetically by name of association.

RECORDS RELATING TO NEGRO ORGANIZATIONS. 1942-46. 1 in. 77

This series is similar to that described in entry 71, but it contains contains information about staff meetings. Grouped by type of material.

CORRESPONDENCE WITH NEGRO ASSOCIATIONS. 1942-46. 2 in. 78

This series is similar to that described in entry 72, but it also contains publicity issuances of the associations and, at the end of the series, regional office activity reports. Arranged alphabetically by name of association.

Records of the Educational Services Branch

GENERAL RECORDS. 1942-46. 3 in. 79

Minutes of staff meetings, manuals, activity reports, and memoranda relating to the organization, policy, procedures, and programs of the Branch and of its predecessor, the Educational Relations Branch of the Consumer Division. Minutes of meetings with regional personnel are described in entry 133. Grouped by type of material.

RECORDS RELATING TO SCHOOLS AND COLLEGES. 1942-45. 2 in. 80

Interoffice memoranda, copies of memoranda sent to regional educational specialists, and field trip reports, together with project outlines and manuals, agenda for educational group panels, workshops, and conferences, and lists of colleges serving as War Information Centers. The records are concerned with informational-educational programs for elementary and secondary schools and colleges. Arranged alphabetically by name of staff member.

RECORDS RELATING TO PUBLICATIONS. 1942-45. 1 in. 81

Consist of (1) correspondence with officials of educational institutions and school systems, and copies of memoranda sent to regional offices about the Department's publications; and (2) samples of educational press publications (newspapers and pamphlets) containing information about OPA programs. Arranged as described.

RECORDS RELATING TO PROGRAMS FOR EDUCATIONAL INSTITUTIONS. 1941-46. 6 in. 82

These records are mainly for the period 1942-44. A typical campaign file consists of narrative operating and evaluation reports, instruction manuals and guides, study outlines, publicity materials (articles, leaflets,

and skits), and related memoranda. This material was prepared by the Branch, teachers' institutes, and college students, in connection with campaigns for instructing students and teachers and for conducting consumer and adult education institutes. Arranged alphabetically by name of program.

RECORDS RELATING TO STUDENT PROJECTS. 1943-44. 3 in.

Consist chiefly of samples of radio scripts, processed posters, and newspaper articles prepared by students for OPA-sponsored contests and campaigns. Included also are memoranda, regional issuances, project guides, speeches, and survey questionnaires relating to student volunteer programs for war price and rationing boards, to community education, and to college teachers' workshops. Arranged alphabetically by name of project. 83

PUBLICATIONS OF STATE DEPARTMENTS OF EDUCATION. 1942-43. 6 in.

Issuances, booklets, manuals, study guides and outlines, leaflets, and articles clipped from educational journals, together with related correspondence, prepared by the Departments under OPA direction, chiefly for use in the classroom or in teachers' institutes. A small part of the material was issued by the Office of Civilian Defense State defense councils. Arranged alphabetically by name of State. 84

PUBLICATIONS OF CITY SCHOOL BOARDS. 1942-45. 6 in.

This series is similar to that described in entry 84. Arranged alphabetically by name of city. 85

PUBLICATIONS OF COLLEGES AND UNIVERSITIES. 1943-45. 2 in.

This series is similar to that described in entry 84. Arranged alphabetically by name of institution. 86

ARTICLES PUBLISHED IN STATE EDUCATIONAL JOURNALS. 1943-46. 2 in.

Clippings of articles prepared by the OPA or by the State educational association, relating to such subjects as price control, inflation, or point rationing. Arranged alphabetically by name of State. 87

RECORDS RELATING TO COOPERATION WITH NATIONAL EDUCATIONAL ASSOCIATIONS. 1943-45. 3 in.

Articles clipped from bulletins and periodicals published by numerous associations and Government educational agencies, containing information on OPA programs. Included at the beginning of the series is correspondence with the U. S. Office of Education, the Office of War Information, and State educational departments, and minutes of interagency committees, relating to educational war information policies and joint programs of Federal war agencies. Arranged alphabetically by name of association. 88

SPEECHES AND ARTICLES. 1942-45. 2 in.

Manuscript and typed copies of lectures and articles, speech outlines, and source material, such as reports on English and Canadian informational campaigns, prepared for educational institutions and publications. At the 89

beginning of the series is an unpublished guide to OPA regulations affecting schools. Arranged alphabetically by subject.

TRANSCRIPTS OF CONFERENCES. 1942-44. 3 in.

90

Chiefly verbatim transcripts, but including a few processed summary reports of Branch staff meetings attended by regional representatives, of conferences held by the Educational Relations Branch of the Consumer Division with consultants of educational institutions. The records contain discussions about dissemination of information on economic problems and controls to rural areas, schools, and colleges. Arranged chronologically by date of conference.

SAMPLES OF REGIONAL ACTIVITY REPORTS. 1943-45. 4 in.

91

Narrative summaries, accompanied by a few regional directives and program study guides prepared by college educational departments, submitted by regional information executives. They contain information on the various types of assistance given the Department chiefly by educational institutions but also by community service panels. Included also are progress reports covering specific programs such as point rationing education, anti-inflation drives, and summer workshops. Arranged by region number (I-IX).

FIELD TRIP REPORTS. 1943-46. 6 in.

92

Narrative summaries prepared by members of the staff about their contacts with regional and district offices, State departments of education, universities, major city school systems, educational organizations, and college summer workshops. They contain information on field activities, the development of programs, and on activities and evaluations of publicity operations. Arranged alphabetically by name of staff member.

PUBLICATIONS

SPEECHES DELIVERED BY OPA ADMINISTRATORS. 1941-46. 1 in.

93

Processed and printed texts of speeches delivered before such organizations as the American Federation of Labor, the National Association of Manufacturers, and the National Grange Association, and before the various OPA local organizations; booklets and statements presented before the House and Senate committees regarding the Emergency Price Control Act, the efforts of the National Association of Manufacturers and the National Retail Dry Goods Association to discredit the OPA, and the investigation of executive agencies and proposed wage increases; and radio broadcast addresses. The speeches, delivered by Administrators Henderson, Brown, Bowles, and Porter, relate to OPA policies and programs. Grouped by name of administrator, thereunder by type of material.

MISCELLANEOUS SPEECHES. June 1941-Sept. 1942. 8 in.

94

Copies of speeches delivered chiefly by OPA officials to numerous national associations; statements of Leon Henderson before House committees; and a few radio broadcasts and articles. They deal with various aspects

of the wartime control programs. Arranged alphabetically by name of speaker, thereunder by subject.

"PR" PRESS RELEASES. June 1940-Jan. 1941. 8 in.

A complete set of processed news releases of the divisions of the Defense Advisory Commission, containing information on policies and operations. Arranged by release number (PR1-PR351). 95

"W" PRESS RELEASES. Dec. 1941-Dec. 1943. 3 in.

Releases prepared by the Consumer Division for editors of the women's sections in daily newspapers. Included at the beginning of the series is a list of missing releases. Arranged numerically (W7-W213). 96

PRESS MARKET RELEASES. Sept. 1941-Sept. 1942. 7 in.

Issued weekly to newspaper editors in 20 or more large metropolitan areas in order to publicize current good buys in fresh fruits, vegetables, and poultry in each area. Arranged chronologically. 97

CARD INDEX TO PRESS RELEASES. 1941-46. 1 ft.

Consists of 3" x 5" cards indexing the "PM," "OPA," "OPA-T," "N," and "OPA-N" press releases. Each card has a subject entry and, under it, digests of pertinent press releases with their publication dates and release numbers. Arranged by subject. 98

"PM" PRESS RELEASES. Dec. 1940-Dec. 1942. 5 ft.

Issued by various war agencies, through the Office of Emergency Management, for the general press. They contain information about developments in policies and operations. All "PM" releases after June 1942 were issued by the Office of War Information and do not relate to OPA activities. Arranged by release number (PM1-PM4263). 99

"T" PRESS RELEASES. Oct. 1941-Sept. 1942. 10 in.

Issued by the OEM and, after June 1942, by the OWI, for the trade press. They contain information about the regulations and operations of wartime agencies. About half the releases originated in the OPA. Arranged by release number. 100

OPA PRESS RELEASES. June 1942-Apr. 1947. 5 ft.

This series is the successor to the "PM" series. It consists of news releases covering most aspects of the price, rent, and rationing policies and programs as well as their operations. Arranged by release number. 101

"OPA-T" PRESS RELEASES. June 1942-May 1947. 2 ft.

This series is the companion to the OPA Press Releases. It consists of a complete set of trade press releases containing texts of price and rationing regulations and related information. Arranged by release number. 102

"N" PRESS RELEASES. 1941-44. 1 in. 103

A fragmentary file of releases to the Negro press, issued by the OPA through the OEM and the OWI, containing information about Negro individual and group participation in OPA projects and consumer news. Arranged by release number.

"OPA-N" RELEASES. Sept. 1945-Aug. 1946. 1 in. 104

This series is similar to that described in entry 103. A few of the releases are missing. Arranged numerically (N1-N52).

PRESS RELEASES FOR THE APPAREL, FOOD, AND CONSUMER DURABLE TRADES. 1944-46. 8 in. 105

Three types of weekly issuances, each designed for a specific trade press, containing information on OPA price and rationing actions. Arranged by trade name, thereunder numerically.

WPB PRESS RELEASES. Jan. 1942-Jan. 1943. 2 ft. 106

Mimeographed releases containing information about regulations and orders affecting the OPA. Arranged by release number.

OWI PRESS RELEASES. July 1942-Mar. 1943. 7 in. 107

Processed releases covering the activities of the OPA and other war-time agencies. Arranged by release number (OWI109-OWI1360).

OWI PRESS CLIP SHEET. June-Aug. 1943. 1 in. 108

Printed newspaper sheets issued daily, each containing several releases of special interest to the trade, business, and technical presses. Arranged chronologically.

NDAC PRESS DIGESTS. Aug. 1940-Jan. 1941. 5 in. 109

An incomplete file of mimeographed copies of releases of the National Defense Advisory Commission, summarizing the day's news and containing references to newspaper columns or articles covering the subjects treated. Arranged chronologically.

OEM-OWI PRESS DIGESTS. 1941-45. 1 ft. 110

Summaries of press releases issued by the OEM (March 1941-July 1942) and by the OWI (July 1942-September 1945), covering activities of the OPA and other wartime agencies. Arranged chronologically.

WHOLESALEERS' AND RETAILERS' BULLETINS. 1942-44. 2 in. 111

Consist of (1) "Wholesaleers' Bulletins" (October 1942-July 1943) issued to clarify provisions of price and rationing regulations; (2) "Retailers Bulletins," together with pamphlet digests of regulations (September 1942-February 1944), containing price tables and procedural instructions on specific regulations; and (3) the "OPA Food Guide for Retailers" (January-August 1944) containing a digest of current changes in food regulations. A few bulletins are missing. Arranged by type of bulletin, thereunder numerically or chronologically.

HOUSING BULLETINS. 1945-46. 1 in.

Weekly releases addressed to the real estate and construction trade press and associations, conveying information about rent control and housing programs, building material prices, and enforcement activities. Arranged numerically. 112

MISCELLANEOUS BULLETINS. 1942-44. 1 in.

Included are (1) monthly "Service Trades Bulletins" for retailers, relating to compliance with OPA regulations; (2) the "OPA Retailer's Food Index"; (3) the "OPA Guide for Automobile Dealers"; (4) rationing registration instructions for institutions; and (5) "OPA Shoppers' Bulletins." Arranged by subject. 113

"WHAT'S GOING ON IN THE BUSINESS PRESS?" 1943-46. 4 in.

A weekly report prepared for the OPA staff, consisting of excerpts from newspapers, magazines, and trade journals on all phases of OPA policies and operations. Arranged chronologically. 114

"OPA DAILY BULLETIN." Sept. 1942-Oct. 1946. 7 in.

Issued for the Department of Agriculture by the Information Department's liaison representative to the Department (see entry 11). The bulletins provide a chronology of OPA actions affecting farmers. Arranged chronologically. 115

WEEKLY RADIO KITS. 1944-46. 1 ft.

Consist of processed copies of the "Radio Clip Sheet," "District Director Radio Talk," "Radio Exchange Scripts," and scripts of radio interviews and radio talks, together with a booklet sent to the field containing information on national broadcasts. For a description of these issuances, see entries 117-121. Arranged chronologically. 116

"RADIO CLIP SHEET." Jan. 1943-Oct. 1945. 3 in.

An incomplete set of weekly mimeographed scripts distributed to the field offices, conveying current news about OPA programs for use by both news commentators and directors of women's programs. Arranged chronologically. 117

"DISTRICT DIRECTOR RADIO TALK." 1943-46. 3 in.

Radio scripts on current OPA policies and programs, prepared by the national office and distributed weekly to the field offices. Arranged chronologically. 118

"RADIO EXCHANGE SCRIPTS." 1943-46. 2 in.

Prepared by various regional offices and distributed by the national office as samples for similar presentations. They deal with wartime controls and homefront conditions. Arranged chronologically. 119

RADIO INTERVIEWS. 1943-46. 2 in.

Scripts of discussions with town officials, housewives, war workers, 120

and news commentators about OPA regulations and campaigns. They were prepared by regional and district offices. Arranged chronologically.

RADIO TALKS. 1943-46. 2 in. 121

Processed 5-minute scripts designed to promote various campaigns and an understanding of OPA price, rent, and rationing programs. Arranged chronologically.

SPOT ANNOUNCEMENTS. Sept. 1946-Oct. 1946. 1 in. 122

Brief talks for local transcription by radio announcers, urging consumers to check rent ceilings and eviction rules, to fight black markets, and to support other OPA programs. Arranged chronologically.

RENT CONTROL SCRIPTS. 1942-43. 1 in. 123

Interviews and talks prepared for the area rent directors, explaining rent control policy, operations, registration requirements, and enforcement. Included is a script (1947) prepared for "The American Forum of the Air." Arranged numerically.

"OPA MAILBAG." 1944-45. 1 in. 124

Part of a file of question and answer scripts prepared by the Baltimore District Office about many OPA programs. Arranged numerically.

"SOLDIERS WITH COUPONS." 1944-45. 2 in. 125

Weekly scripts of dramatic presentations prepared by Region II about OPA price control and enforcement programs. Arranged chronologically.

"NEIGHBORHOOD CALL." 1942-43. 2 in. 126

Scripts of a dramatic program series written by the OWI and presented by the National Broadcasting Co. They deal with wartime programs, chiefly those of the OPA. Numbers 1-18 are not included. Arranged numerically.

"YOU CAN'T DO BUSINESS WITH HITLER." 1942. 1 in. 127

Scripts of a dramatic series dealing with the Nazi threat, adapted from Douglas Miller's book of the same name and produced in 56 episodes by the Office of Emergency Management. The latter half of the series is not included. Arranged numerically.

"TAKE YOUR CHOICE." 1945-46. 1 in. 128

Radio scripts of transcribed public-service features, dramatizing the dangers of inflation during the postwar adjustment period. Arranged numerically.

MISCELLANEOUS SCRIPTS. 1942-43. 4 in. 129

Processed scripts of interviews, dramatic presentations, quiz programs, and spot announcements written by the Department and the Office of Emergency Management, and concerned with various phases of price and rationing programs. Arranged by year.

CONSUMER DIVISION RADIO SCRIPTS. 1941-42. 1 in.

Mimeographed discussions, prepared for use in the field, about rationing, rent, and price controls. Arranged by year, thereunder by subject. 130

"TELETYPE HIGHLIGHTS." 1943-47. 1 ft.

Mimeographed daily summaries of regional teletypes transmitting significant news items and editorials. Arranged chronologically. 131

NEWSPAPER MATS. 1942-45. 3 in.

Proofs of newspaper advertising mats prepared by the Department or an advertising service for use in connection with informational campaigns. Arranged alphabetically by subject. 132

INFORMATIONAL AND PROCEDURAL ISSUANCES. 1940-47. 5 ft.

Prepared, issued, and distributed to the field, local boards, the press, radio stations, numerous civic organizations, business concerns, schools, and Congress by the Department and its predecessors, the Consumer Division and the Division of Information of the Office of Emergency Management, and by non-Government associations and organizations. They deal chiefly with the operation of general and specific programs and campaigns, including those for the enlistment of the support of community service panels, groups, and businesses; they also contain information on the organization and operations of the Consumer Division (1940-42), relations with Congress, and functions of the divisions of the Information Department. The records consist mainly of informational materials (guidebooks, scripts, bulletins, fact sheets, press releases, and graphic materials), but they also include economic and legal studies as well as graphic materials presented to Congress in connection with the enactment of the Emergency Price Control Act and the Stabilization Extension Act (1946); agenda, minutes, and reports of staff meetings and of conferences with organizations; collected speeches of the Consumer Division and of the OPA staff; a few letters exchanged by the Office of Price Administration and Civilian Supply with the Department of Justice relating to prestatutory price control; sets of informational issuances, such as the "Weekly Board Letter," the "Farm Clip Sheet," and the "Twohey Analyses of Newspaper Opinion"; and reference materials collected from other OPA departments or other Government agencies. Arranged by subject. 133

POSTERS. 1942-46. 5 in.

Color advertisements of various sizes urging support of the war effort through tire and gasoline conservation, ceiling price buying, and red stamp purchasing. Arranged chronologically. 134

CAR CARDS. 1943-45. 2 in.

Color advertisements of various sizes, designed for display on transit vehicles, urging cooperation with rationing and price programs. Arranged by year. 135

Seven 17" x 22" display booklets prepared for grocers, clothing retailers, and community service panels in connection with conferences about price ceilings and rationed commodities. Included is a newspaper mat about local boards. Arranged by subject.

RECORDS OF FIELD OFFICES

On October 1, 1946, regional and district information executives were informed by the Director of the Field Division, Charles L. Coltman, that the OPA Records Branch wished to reduce the quantity of OPA records to manageable proportions by a careful selection of those that had lasting value. In the selection and organization of current records intended for archival preservation, the field information officials were instructed to consult regional records officers. The documentation of field office activity was to consist of the records originating in regional and district offices that dealt with significant policies, procedures, or actions. The records of the Department show that the national office delegated little authority over policy and procedural matters to the field offices. The documents selected for retention were therefore limited to operating records organized as follows:

A. Correspondence

1. Instructional memoranda or letters originating in the regional and district offices, including
 - a. Correspondence between the regional and district offices
 - b. Interoffice memoranda
 - c. Correspondence with panels, groups, organizations, schools, labor organizations, the press, radio, etc.
2. Correspondence with OPA offices outside the region

B. Other Materials

1. Bulletins or publications, including
 - a. Regional daily field reports, newsletters, idea sheets, fact sheets, farm clip sheets, housing bulletins, and materials for schools, labor groups and organizations, travel bulletins, etc.
 - b. District materials issued to panels, groups, organizations, schools, etc.
2. Charts, posters, original magazine articles, etc.
3. Materials produced by panels, groups, schools, organizations, etc.
4. Speech materials

C. Press Releases

1. News releases, not including rehashes of national office news releases
2. Press clippings from any source within the region

3. Teletype highlights sent to the national office
4. Letters replying to critical editorials
5. Newspaper scrapbooks
- D. Radio Releases
 1. Radio scripts, speeches, and radio materials
 2. Schedules of broadcasts and evaluating data
 3. Radio opinion data demonstrating important public reaction
- E. Teletypes
 1. Teletypes from regional to district offices and vice versa
 2. Teletypes to press, radio, etc.
- F. Local program and campaign materials
 1. Materials dealing with local programs, including
 - a. "How To Do Bulletins"
 - b. Programs, posters, flyers, etc.
 2. Scrapbooks
 3. Other materials
- G. Community service materials
 1. Organizational charts and membership lists
 2. Reports
 3. Lists of organizations, groups, etc.
 4. Other materials and correspondence (see A-1-c and B-3 above)

The individual regional offices apparently set the pattern for the district offices with regard to the degree of conformity to the alphabetic-numeric classification scheme. Regions I and IV adopted the plan in its entirety; the other regions substituted an arrangement by type of material. The records of the Region III regional office are interfiled with those of the district offices. The records of the district offices (amounting to 105 linear feet) are arranged by name of office under their respective regional office, but they are not described since they are similar in content to the records of the regional offices. Appendix II lists the Information Department's district offices, arranged by regions.

The atypical records of Region IX, comprising the Territories and island possessions, are omitted from this inventory.

RECORDS OF REGION I

Region I was composed of the States of Maine, New Hampshire, Vermont, Connecticut, Massachusetts, and Rhode Island, with headquarters at Boston.

GENERAL CORRESPONDENCE. 1943-46. 10 in.

Memoranda, letters, and teletypes exchanged with the Division of Field Operations, district offices, other OPA departments, associations, groups, the press, Members of Congress, the public, and local boards. They are

frequently accompanied by publicity materials. The correspondence contains program procedural instructions; discussions of the work of local boards, community service panels, and various organizations; operating reports and reports on newspaper opinion; outlines of programs and conferences; and a few policy explanations. Arranged by classification of correspondence in the order described above.

PROGRAM RECORDS. 1944-46. 2 ft.

138

Processed press releases; radio scripts, announcements, and speeches; correspondence with the national office, local boards, and radio stations; reference materials sent by other OPA departments; and newspaper clippings. They relate to the publicizing of national office programs and regional office activities. Arranged by subject.

"DAILY INFORMATION REPORT." 1943-46. 1 ft.

139

A daily regional issuance, processed or teletyped, containing digests of district office activities, operating suggestions, and news of future programs. The reports are usually accompanied by publicity materials. Arranged chronologically.

REGIONAL OFFICE PRESS RELEASES. 1944-46. 4 in.

140

This series consists of several kinds of issuances prepared for daily papers and relating chiefly to enforcement actions and current commodity prices. Arranged chronologically.

RADIO MATERIALS. 1943-46. 7 in.

141

Consist of (1) 5-minute program scripts sent to district offices; (2) scripts used for Boston station broadcasts; (3) clip sheets; and (4) kits of spot announcements. They contain explanations and discussions of OPA policies and programs, and news of current developments affecting consumers. Arranged in the order described, thereunder chronologically.

REGIONAL PUBLICITY MATERIALS. 1943-46. 7 in.

142

Bulletins for local boards, community service members, and farmers; fact and information pitch sheets; processed speeches directed to group organizations; handbooks; and minutes of community service panel meetings. They were prepared in connection with the direction and execution of various informational programs. In two parts: general materials and community service materials.

MISCELLANEOUS BULLETINS. 1943-46. 1 in.

143

Included are the "Current Situation Report," a daily listing of regional commodity and rent prices; sample newsletters issued to local boards; regional fact sheets on commodity prices; and narrative reports of news releases of the Springfield office (1944). Arranged by subject.

RECORDS OF REGION II

Region II was composed of the States of New York, New Jersey, Maryland, Delaware, and Pennsylvania and the District of Columbia, with headquarters at New York City.

MINUTES OF MEETINGS. 1943-45. 1 in.

Typed and processed agenda and minutes of meetings of district information executives, local board panels, and agricultural and labor advisory committees. They are concerned with the promotion of publicity for various programs. Arranged chronologically. 144

GENERAL CORRESPONDENCE. 1943-46. 8 in.

This series is similar to that described in entry 137. Unarranged. 145

RECORDS RELATING TO NEWSPAPER PUBLICITY. 1942-46. 1 in.

Press releases, photographs, correspondence, and clippings prepared on OPA activities. Unarranged. 146

SPEECHES. 1943-46. 1 in.

Typed texts of addresses delivered to civic associations and educational institutions, explaining OPA policies and operations. Unarranged. 147

SURVEY BOOKLETS. 1943. 1 in.

Processed studies of surveys conducted in the Region by the Bureau of Labor Statistics, containing data on such subjects as dwelling units in defense-rental areas, banks participating in the ration banking system, and freight and refrigeration rates. Related memoranda are interfiled with the booklets. Arranged by subject. 148

DAILY INFORMATION REPORT. 1943-46. 10 in.

This series is similar in content and arrangement to that described in entry 139. At the end of the series are lists of cooperating organizations and of members of local board information panels. 149

"NEWS LETTERS." 1943-46. 3 in.

Sent weekly to local boards to keep them informed of regional activities. Arranged chronologically. 150

RADIO SCRIPTS. 1944-46. 1 ft.

Complete sets of the dramatic presentations, "Soldiers With Coupons" and "The Most For Your Money," which give information on price, rationing, and rent controls. Included are scripts for discussion programs as well as some correspondence. Arranged chronologically. 151

PROGRESS REPORTS. 1942-46. 11 in.

Copies of narrative periodic reports prepared by regional information officials and district information executives, and excerpts of the District 152

Director's reports summarizing publicity activities. Included at the end of the series are daily teletypes sent to Washington about current market conditions and newspaper opinions. Arranged roughly by type of material.

RECORDS OF REGION IV

Region IV was composed of the States of Georgia, Tennessee, Alabama, Mississippi, Florida, North Carolina, South Carolina, and Virginia, with headquarters at Atlanta.

GENERAL CORRESPONDENCE. 1943-46. 1 in. 153

This series is similar to that described in entry 137. Arranged by subject.

CORRESPONDENCE RELATING TO ADVERSE EDITORIALS. 1944-46. 1 in. 154

Within Region IV adverse criticism was handled by visits of district officers to the critics in order to present the views of the OPA. The records in this series consist of interoffice memoranda and a few copies of letters to newspapers answering press criticism of OPA policies. Arranged by name of office.

RECORDS RELATING TO COMMUNITY SERVICE OPERATIONS. 1943-45. 1 in. 155

Consist of (1) agenda and reports of regional conferences held with civic organizations (1943) and of meetings of some district offices about operations (1945); (2) reports on organizational participation in campaigns; (3) appraisals of publicity materials; and (4) lists of regional organizations, members of labor advisory committees, newspapers, and private and agricultural business publications. Arranged in the order mentioned.

SPEECHES. 1944-45. 1 in. 156

This series is similar to that described in entry 147. Some of the speeches were delivered at meetings of the regional staff. Arranged chronologically.

"DAILY FIELD REPORT." 1943-46. 2 in. 157

This series is similar to that described in entry 139. Arranged chronologically.

MISCELLANEOUS BULLETINS. 1943-46. 7 in. 158

Consist of (1) processed copies of "News Letter" and the "OPA Roundup," prepared weekly for local boards and their community service members; and (2) some issues of "Farm Facts." They contain news of current developments in price and rationing controls. Arranged by name of bulletin, thereunder chronologically.

PUBLICITY KITS. 1945-46. 2 in. 159

Consist of press releases, fact sheets, and posters sent to community service members in connection with weekly campaigns. Arranged chronologically.

PRESS RELEASES. 1942-46. 1 in.

Typed drafts and processed releases prepared for daily newspapers, containing news about local enforcement actions and changes in commodity allocations and prices. Arranged chronologically. 160

EDITORIAL DIGESTS. 1944-46. 1 in.

Copies of daily teletypes sent to the national office, summarizing regional newspaper opinions of OPA policies and programs. Arranged chronologically. 161

RADIO SCRIPTS. 1944-46. 7 in.

Prepared for weekly program broadcasts to farmers, housewives, and consumers in order to explain price, rationing, and rent programs. They consist of scripts entitled "Farm Costs," "Stand By," "Behind the Home Front Headlines," and "On the Price and Rationing Front"; clip sheets; and radio schedule lists. Arranged chronologically. 162

PROGRESS REPORTS. 1944-46. 1 ft.

Narrative periodic reports by regional officials and district information officers. They include regional news reports sent to district offices, containing information on the status of campaign programs and public relations. Arranged chronologically. 163

RECORDS OF REGION V

Region V was composed of the States of Texas, Kansas, Oklahoma, Missouri, Louisiana, and Arkansas, with headquarters at Dallas.

GENERAL RECORDS. 1942-46. 7 in.

Annual tabulations of budgetary and operating data (1943-44); typed copies of memoranda sent to district offices, containing policy and procedure instructions; speeches at and agenda of regional and staff meetings (1943-46); and memoranda pertaining to the organization and function of the Consumer Division of the OPA (1942). Arranged as described. 164

NARRATIVE REPORTS. 1942-46. 4 in.

These reports, prepared for the national office, consist of (1) special teletype reports on specific activities; (2) periodic progress reports describing operations; and (3) daily teletypes summarizing newspaper and public opinions. Arranged as described, thereunder chronologically. 165

RECORDS RELATING TO NEGRO ACTIVITIES. 1944-46. 3 in.

Correspondence with Negro organizations and associations; press and interoffice memoranda; narrative progress reports of specialists of the group and educational services; newspaper coverage reports; agenda of educational institutes; speeches; and mailing lists. They relate to the enlistment and maintenance of Negro participation in and support of OPA programs. Arranged by type of material. 166

RECORDS RELATING TO LABOR GROUPS. 1943-44. 1 in. 167

Letters exchanged with unions and labor advisory committees chiefly concerning their complaints about OPA; agenda of and resolutions presented at meetings with various labor unions about price rollback or stabilization programs; and processed "Labor Information Letters" (Nos. 1-22). Arranged as described.

RECORDS RELATING TO EDUCATIONAL GROUPS. 1942-44. 1 in. 168

Interoffice memoranda, study outlines, leaflets, and bulletins relating to programs for the enlistment of public support through educational institutions. Arranged by type of material.

REGIONAL CORRESPONDENCE. 1943-46. 1 in. 169

Memoranda exchanged with the national office and within the region, relating chiefly to operations but also pertaining to policies and functions. Arranged by name of office.

RECORDS RELATING TO COMMUNITY SERVICE ACTIVITIES. 1944-46. 1 in. 170

Memoranda sent to district information executives and copies of letters sent to editors, librarians, and civic and business organizations, together with conference schedules, program outlines, and leaflets. They relate to community participation in several information programs. Arranged by subject.

RECORDS RELATING TO EDUCATIONAL SERVICE PROGRAMS. 1942-44. 1 in. 171

Typed and processed copies of study guides and course syllabuses prepared chiefly in college workshops for the use of teachers at all educational levels. They pertain to individual and community support of OPA programs. Included are some related memoranda, bulletins, and speeches for consumers. Arranged by subject.

RECORDS RELATING TO PRESS PUBLICITY. 1942-46. 2 in. 172

Typed copies of press releases issued chiefly through district offices, relating to enforcement, regional meetings, and personnel changes; newspaper clippings (1944-45); and related correspondence with newspapers. Arranged by type of material.

SPEECHES. 1942-46. 1 in. 173

This series is similar to that described in 147. Arranged chronologically.

ISSUANCES PREPARED FOR LOCAL BOARDS AND OPA EMPLOYEES. 1942-46. 2 in. 174

Consist of copies of "OPA News," "Motalk," "Vox OPA," and "Have You Heard." Arranged by name of issuance.

INFORMATION PANEL KITS. 1945-46. 2 in. 175

Consist of press releases, radio scripts, and bulletins for various community groups, sent biweekly to district offices for adaptation and distribution. They cover such programs as "Rent Control Today," "Price Control for Prosperity," and "A House in Which To Live." Arranged chronologically.

RADIO SCRIPTS. 1944-46. 4 in.

Consist chiefly of processed scripts, partly documenting weekly dramatic presentations and interviews, and typed spot announcements for commercial use by local sponsors. They contain explanations and news of OPA programs and policies. At the beginning of the series are some monthly statistical reports on station coverage. Arranged by subject. 176

PUBLICITY MATERIALS. 1944-46. 3 in.

Study outlines, speeches, magazine articles, press releases, posters, and radio scripts prepared by regional groups and educational specialists for district offices and local board information panels to use in various campaigns. At the beginning of the series are memoranda on the establishment of consumer centers and a typed public opinion survey. Arranged chronologically or by name of program. 177

RECORDS OF REGION VI

Region VI was composed of the States of Iowa, Wisconsin, Illinois, North Dakota, Nebraska, South Dakota, and Minnesota, with headquarters at Chicago.

GENERAL RECORDS. 1945-47. 2 in.

These records, created chiefly during the closing months of regional operations, were not part of the original accession but were transmitted separately to the National Archives in June 1947 through the Department of Commerce. They include a history of information activities; a few monthly activity and campaign reports; and general correspondence with the national office. Arranged by type of material. 178

RECORDS RELATING TO CONFERENCES. 1943-46. 2 in.

Agenda and minutes of meetings of district information executives and of conferences held with representatives of national organizations. Included are speeches delivered at these sessions. The records relate to functions, programs, information panel operations, and public relations. At the end of the series is some material on the National Home Builders convention. The records are arranged chronologically. 179

INTEROFFICE MEMORANDA. 1943-47. 2 in.

Contain procedural information, and narrative and statistical data about public relations activities. Included are a few regional trade "Newsletters" (1945-46) and some bulletins of the regional Consumer Division (1942). Arranged by subject. 180

RECORDS RELATING TO ADVERSE EDITORIALS. 1946. 1 in.

Letters to newspapers, together with clipped editorials, answering press criticism of OPA policies. Arranged chronologically. 181

"OPA FARM NEWS." 1945-46. 1 in.

A biweekly issuance prepared for State agrarian associations and 182

extension services and used as a sample for similar district office publications. Arranged chronologically.

CAMPAIGN MATERIALS. 1943-46. 2 in. 183

Radio announcements and scripts, copies of speeches, press releases, essays, advertisements, clippings, lecture outlines, and memoranda covering such campaigns as the Home Front Pledge, the Grocer-Consumer, Anti-Inflation, and Food Fights for Freedom. Also included are speeches and some minutes of campaign planning committees. Arranged by title of campaign.

REPORTS RELATING TO COMMUNITY SERVICE PROGRAMS. 1943-46. 1 in. 184

Consist of (1) periodic progress reports of regional information executives; (2) national office evaluation reports of community service mailings (1946); and (3) reporting questionnaires completed by certain information panels to describe their operations (1946). Arranged as described.

WEEKLY INFORMATION PANEL KITS. 1945-46. 3 in. 185

This series is similar in content and arrangement to that described in entry 175.

RECORDS RELATING TO EDUCATIONAL SERVICES PROGRAMS. 1942-46. 1 in. 186

Interoffice memoranda, correspondence with educational institutions, functional statements of the Educational Services Branch, activity and conference reports, program outlines, and study guides relating to various publicity programs. Unarranged.

PRESS RELEASES. 1943-45. 8 in. 187

These releases, prepared for daily and trade newspapers and business journals, deal with price and rationing developments and enforcement actions. Arranged chronologically.

PHOTOGRAPHS. n.d. 1 in. 188

Glossy prints, 8" x 10", with typed captions, relating to meat enforcement drives, verification centers, and local board displays. Unarranged.

RADIO SCRIPTS. 1942-46. 1 ft. 189

Copies of processed scripts of several weekly interview programs, each covering a 1- or 2-year period. They explain OPA operations to farmers, landlords, workers, and consumers. Included are various speeches and spot announcements. Arranged chronologically except for the labor material at the end of the series.

"DAILY FIELD REPORT." 1943-47. 3 in. 190

This series is similar in content and arrangement to that described in entry 139.

DAILY NEWS TELETYPES. 1943-47. 7 in.

Copies of teletypes sent to the national office, summarizing editorials, stories, and cartoons carried in local newspapers. Arranged chronologically. 191

SAMPLE CAMPAIGN MATERIALS. 1945-46. 2 in.

This series is similar in content and arrangement to that described in entry 183, but it pertains only to housing and meat campaigns. 192

RECORDS RELATING TO THE SPEAKERS' PROGRAM. 1943-46. 3 in.

Consist of (1) kits and personnel lists used in connection with the regional speakers' training program (1946); and (2) typed copies of addresses delivered by OPA regional personnel about OPA policies and programs. Arranged as described. 193

"OPA NEWS LETTER." 1943-46. 3 in.

This release, issued biweekly, is similar in content and arrangement to that described in entry 150. 194

PROGRESS REPORTS. 1944-47. 4 in.

These reports were prepared for varying lengths of time and include (1) statistical reports covering district office releases on enforcement (February-October 1946); (2) copies of semimonthly activity reports of regional and district consumer officers (1943); (3) processed narrative weekly and semimonthly reports; (4) a few appraisals of district offices (1946); and (5) regional "weekly highlight" reports covering Government and public relations (1944). They relate to press, radio, and community service publicity. Arranged as described, thereunder chronologically. 195

RECORDS OF REGION VII

Region VII was composed of the States of Utah, Wyoming, Idaho, Colorado, Montana, and New Mexico, with headquarters at Denver.

RECORDS RELATING TO MEETINGS OF COMMITTEES. 1944-46. 2 in.

Included are (1) minutes of meetings of Utah Labor and Consumer Advisory Committees and of the Colorado Agricultural Council; and (2) agenda reports of and speeches at regional meetings of district information executives. They relate to policies and operations. Arranged by type of meeting. 196

RECORDS RELATING TO PROGRAMS. 1944-46. 7 in.

Interoffice memoranda; program appraisal reports prepared by district offices; agenda, minutes, and resolutions of conferences held with business, educational, and civic groups; a survey report of public opinion; and publicity materials--press releases, speeches, and leaflets. They pertain chiefly to anti-inflation, cost-of-living, and housing programs, but they also pertain to various commodity programs. Arranged by name of program. 197

- OUTGOING CORRESPONDENCE. 1943-45. 1 ft. 198
Chiefly copies of correspondence sent by the regional office staff to the national office and district offices, but also copies of a few letters sent to newspapers and various associations. Some memoranda received from district offices are also included. The records relate to the organization and operation of public relations activities. Roughly divided into two parts--correspondence for 1943-April 1944 and correspondence for May 1944-1945, and grouped thereunder by name of regional official or district office.
- CORRESPONDENCE WITH EDITORS AND BUSINESS CONCERNS. Dec. 1944-Dec. 1945. 1 in. 199
It was the policy in Region VII for the Administrator, Richard Batteredton, to send printed monthly letters to business leaders and editors explaining OPA operations and problems. This series consists of some of these letters as well as photostats of letters received and of the attached digests of content. At the beginning of the series are some copies of district office replies to newspaper editorials. Unarranged.
- CORRESPONDENCE OF THE VETERANS' RELATIONS ADVISER. 1945-46. 3 in. 200
Letters and memoranda exchanged by the Veterans' Relations Adviser, Dewey W. Flint, with national and district veterans' relations advisers, veterans, and veterans' organizations. They relate to publicity, veteran volunteers for local boards, and the individual veteran's problems. Arranged by subject.
- CORRESPONDENCE OF THE CONSUMER RELATIONS OFFICER. 1942-46. 5 in. 201
Chiefly interoffice memoranda but also correspondence between Mabel B. Costigan, Consumer Relations Officer, and educational and civic organizations, concerning consumer education activities. At the end of the series are correspondence, agenda, and press releases relating to visits by national office personnel. Arranged chronologically.
- CORRESPONDENCE OF THE EDUCATIONAL SERVICES SPECIALIST. 1944-46. 5 in. 202
Letters and memoranda exchanged chiefly with educational institutions and organizations, but also with district offices, relating to the organization, development, and execution of consumer education programs. Arranged by type of material, thereunder chronologically.
- INCOMING MEMORANDA. 1945-46. 8 in. 203
Memoranda received from district offices, relating chiefly to press and radio activities but also containing digests of local editorial comment. Arranged by name of office.
- TELETYPES RELATING TO OPERATIONS. 1943-45. 2 in. 204
Copies of messages sent by the regional information executive to the national office and district offices, containing information about the distribution of publicity material, broadcast schedules, and public reaction to the publicity program. Arranged chronologically.

DAILY NEWS TELETYPES. 1943-47. 3 in.

This series is similar in content and arrangement to that described in entry 190. 205

SPEECHES. 1943-46. 2 in.

Texts of addresses delivered by regional officials and by OPA Administrator Bowles in connection with a field trip. They deal with many aspects of price, rent, and rationing controls. Included is some background material. Arranged by subject. 206

INFORMATION PANEL KITS. 1945-46. 3 in.

This series is similar in content and arrangement to that described in entry 175, but it also contains related memoranda. 207

PRESS RELEASES. 1943-47. 6 in.

This series is similar in content and arrangement to that described in entry 160. At the end of the series are releases for trade journals. 208

"OPA NEWS LETTER." 1943-46. 2 in.

This series is similar in content and arrangement to that described in entry 150. 209

SAMPLES OF PUBLICITY MATERIALS. 1944-47. 3 in.

Bulletins, booklets, leaflets, fact sheets, and a few newsletters prepared by the regional office for consumers, retailers, farmers, landlords, and tenants. They give detailed information about prices, rationed commodities, and rent regulations. Unarranged. 210

"DAILY FIELD REPORT." 1943-46. 4 in.

This series is similar in content and arrangement to that described in entry 139, but it does not include digests of district office activities. 211

RADIO SCRIPTS. 1943-47. 8 in.

Processed scripts of (1) spot announcements; (2) the daily "OPA News"; (3) the weekly interview series entitled "Federal Food Reports"; and (4) various weekly division programs. They contain news about changes in commodity controls and explain the operations of the OPA to consumers, retailers, landlords, and other groups. Arranged as described, thereunder chronologically. 212

RADIO AND PRESS REPORTS. 1945-46. 2 in.

Consist of typed copies of charts showing, for each type of radio program, the time schedule and territory covered; a few district office reports about press and radio activities; and related memoranda. Arranged chronologically. 213

OPERATING MANUAL. 1942. 1 in.

A binder issued by the Denver Office, containing carbon copies of 214

procedural instructions prepared for the district offices. The instructions deal chiefly with the mechanics of office operation, but those in section 1 relate to organization and function. Arranged by section number.

COMMUNITY SERVICE ISSUANCES. 1945-46. 4 in.

215

Processed newsletters, instructions, leaflets, and press releases prepared by district offices in connection with the direction of local board publicity activities. Arranged by name of office.

PRICE PANEL QUESTIONNAIRES. Jan.-June 1946. 1 in.

216

Completed form reports prepared by panels, containing data on public opinion with regard to price control. Arranged chronologically.

NEWSPAPER CLIPPINGS. 1942-43. 1 in.

217

Clipped advertisements sponsored by retail stores, relating to food and tire rationing. Included at the end of the series are some miscellaneous clippings (1944-45). Unarranged.

LISTS. 1946. 4 in.

218

Contain names of local board volunteer workers, members of advisory committees and local organizations, daily newspapers, foreign language and technical publications, and radio stations. Some of the lists were prepared in connection with letters of commendation sent by the President in acknowledgment of services rendered to the OPA; the other lists were used in regional operations. Included at the end of the series is a typed handbook listing certain national, civic, religious, and business organizations and the type of services they rendered the OPA. Arranged by type of list.

RECORDS OF REGION VIII

Region VIII was composed of the States of Nevada, California, Oregon, Washington, and Arizona, with headquarters at San Francisco.

RECORDS RELATING TO CAMPAIGNS. 1942-45. 2 in.

219

Interoffice memoranda and some publicity materials relating to price, rent, and rationing programs. Arranged by subject.

RECORDS RELATING TO ORGANIZATION AND FUNCTION. 1943-45. 1 in.

220

Interoffice memoranda relating to the establishment of the Department, the function of regional offices, and the duties of personnel and community service members. The later material relates to job classifications. Unarranged.

TELETYPE RELATING TO OPERATIONS. 1945. 1 in.

221

Copies of instructions and press release information sent to district offices. Included is news about regional operations, sent to the national office (1943-46). Arranged as described.

RECORDS OF THE EDITORIAL DIVISION. 1943-46. 1 in.

Chiefly interoffice memoranda but also progress reports and newspaper clippings relating to press and radio operations. Arranged by type of operation.

222

MATERIALS PREPARED FOR EDUCATIONAL INSTITUTIONS. 1943-45. 1 in.

Bulletins, study guides, leaflets, speeches, and bibliography lists prepared in connection with elementary and secondary school programs as well as adult education programs. Arranged chronologically.

223

CORRESPONDENCE OF GROUP SERVICES OFFICERS. 1943. 1 in.

Interoffice memoranda, together with a few publicity mats, relating to the development and operations of various programs. Arranged chronologically.

224

RECORDS RELATING TO TRAINING PROGRAMS. 1943-46. 1 in.

Outlines, agenda, and processed memoranda prepared in connection with the training of regional personnel and community service members. Arranged chronologically.

225

PROGRAM INSTRUCTIONS FOR COMMUNITY SERVICE MEMBERS. 1944-45. 1 in.

Processed handbooks, memoranda, guides, and activity appraisal forms containing directions and suggestions for the publicizing of various programs at the community level. Included at the end of the series is publicity material of the Home Front Pledge Campaign (1943). Arranged by type of record.

226

SPEECHES. 1942-45. 1 in.

Typed and processed texts of speeches delivered by OPA regional officials chiefly at conventions and meetings of private organizations but also at staff meetings. They relate to price control and operations. Included is an outline of a speech by the Department's Deputy Administrator. Unarranged.

227

GENERAL CORRESPONDENCE. 1943-46. 5 in.

Intraoffice and interoffice memoranda, including some correspondence exchanged with other Departments, and letters exchanged with newspapers and advertising agencies. They relate chiefly to publicity plans and operations. Arranged by type of correspondence.

228

TELETYPES OF NEWSPAPER OPINIONS. 1944-46. 4 in.

This series is similar in content and arrangement to that described in entry 191.

229

ACTIVITY REPORTS. 1942-46. 4 in.

This series is a sample of weekly and monthly narrative reports submitted by the regional information executive, his subordinates, and the regional consumer executive. The reports deal with the scope and effectiveness of operations. Arranged by title of official.

230

"DAILY FIELD REPORT." 1943-46. 4 in.

231

This series is similar to that described in entry 139, but it does not include the digest of district office activities. Arranged chronologically.

INFORMATIONAL ISSUANCES. 1943-46. 2 in.

232

Consist of (1) a complete set of News Letters (later the News Bulletins) printed for local boards; and (2) copies of news leaflets designed for farmers, civic group meetings, and OPA regional personnel (1945-46). They deal with developments in OPA policies and programs. Arranged by name of issuance.

RADIO EXCHANGE KITS. July-Dec. 1944. 4 in.

233

Consist of scripts prepared by district offices and selected by the regional office for distribution to other district offices as a pattern for similar programs. They contain information for consumers about price and rationing controls. Arranged chronologically.

RECORDS OF DISTRICT OFFICES

GENERAL RECORDS. 1942-46. 105 ft.

234

The district offices adhered closely to the plan, outlined on pages 34 and 35, for the disposition of their informational records. The records of most district offices were limited to general correspondence and to public relations materials prepared for the press, radio, and local boards. These records are similar to the regional records described in entries 137-142. Arranged by region number, thereunder by name of district office.

APPENDIX I

Organizational Structure of the Information Department of the Office of Price Administration From October 1942 to January 1947

Organization Authorized by Administrative Order 35, Revised October 5, 1942

- Office of Deputy Administrator
 - Office of Executive Officer
 - Office of Field Services
- Press and Campaigns Division
 - News Branch
 - Campaigns Branch
 - Trade Services Branch
- Consumer Division
 - Group Services Branch
 - Educational Services Branch
 - Consumer Requirements Branch

Organization Authorized by Administrative Order 35, Revised November 2, 1943

- Office of Deputy Administrator
 - Program Planning Staff
- Field Division
- Editorial Division
 - News Branch
 - Radio Branch
 - Media Branch
- Consumer Division
 - Group Services Branch
 - Educational Services

Organization Authorized by OPA Manual, July 21, 1944

- Office of Deputy Administrator
 - Program Planning Staff
- Field Division
 - Circulation Planning and Control Branch
 - Community Service Branch
- Editorial Division
 - News Branch
 - Radio Branch
 - Trade Relations Branch
 - Media Branch
- Group and Educational Services Division
 - Group Services Branch
 - Educational Services Branch

Organization Authorized by OPA Manual, April 25, 1945

- Office of Deputy Administrator
 - Program Planning Division
 - Field Division
 - Circulation Planning and Control Branch
 - Community Service Branch
 - Editorial Division
 - News Branch
 - Radio Branch
 - Trade Relations Branch
 - Magazine and Features Branch
 - Group and Educational Services Division
 - Group Services Branch
 - Educational Services Branch

Organization Authorized by OPA Manual, March 26, 1946

- Office of Deputy Administrator
 - Program Planning Division
 - Field Division
 - Circulation Planning and Control Branch
 - Editorial Division
 - News Branch
 - Radio Branch
 - Trade Relations Branch
 - Visual Services Branch
 - Magazine and Features Branch
 - Community Service Division

Organization Authorized by OPA Manual, January 24, 1947

- Office of the Director
 - Program Planning Branch
 - Field Branch
 - Media Branch

APPENDIX II

List of District Offices, Arranged by Regions

Region I

Hartford, Conn.
Augusta, Maine
Boston, Mass.

Concord, N. H.
Providence, R. I.
Montpelier, Vt.

Region II

Washington, D. C.
Wilmington, Del.
Baltimore, Md.
Newark, N. J.
Albany, N. Y.
Buffalo, N. Y.

New York, N. Y.
Syracuse, N. Y.
Philadelphia, Pa.
Pittsburgh, Pa.
Scranton, Pa.

Region III

Indianapolis, Ind.
Louisville, Ky.
Detroit, Mich.

Cincinnati, Ohio
Cleveland, Ohio
Charleston, W. Va.

Region IV

Jacksonville, Fla.
Miami, Fla.
Atlanta, Ga.
Jackson, Miss.
Raleigh, N. C.

Columbia, S. C.
Memphis, Tenn.
Nashville, Tenn.
Richmond, Va.

Region V

Little Rock, Ark.
Wichita, Kans.
New Orleans, La.
Kansas City, Mo.
St. Louis, Mo.

Oklahoma City, Okla.
Dallas, Tex.
Fort Worth, Tex.
Houston, Tex.
San Antonio, Tex.

Region VI

Chicago, Ill.
Peoria, Ill.
Springfield, Ill.
Des Moines, Iowa
St. Paul, Minn.

Omaha, Nebr.
Fargo, N. Dak.
Sioux Falls, S. Dak.
Green Bay, Wis.
Milwaukee, Wis.

Region VII

Denver, Colo.
Boise, Idaho
Helena, Mont.

Albuquerque, N. Mex.
Salt Lake City, Utah
Cheyenne, Wyo.

Region VIII

Phoenix, Ariz.
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For a list of other preliminary inventories, see the list of National Archives publications, which may be obtained upon request from the Exhibits and Publications Branch, National Archives, General Services Administration, Washington 25, D. C.

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PRELIMINARY



INVENTORIES

Number 120

RECORDS OF THE ENFORCEMENT DEPARTMENT OF THE
OFFICE OF PRICE ADMINISTRATION

Compiled by Meyer H. Fishbein

and

Betty R. Bucher

The National Archives
National Archives and Records Service
General Services Administration

Washington: 1959

PRELIMINARY INVENTORY OF THE RECORDS OF
THE ENFORCEMENT DEPARTMENT OF THE
OFFICE OF PRICE ADMINISTRATION

(Record Group 188)

Compiled by Meyer H. Fishbein

and

Betty R. Bucher



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FOREWORD

To analyze and describe the permanently valuable records of the Federal Government preserved in the National Archives Building is one of the main tasks of the National Archives. Various kinds of finding aids are needed to facilitate the use of these records, and the first step in the records-description program is the compilation of preliminary inventories of the material in some 300 record groups to which the holdings of the National Archives are allocated.

These inventories are called "preliminary" because they are provisional in character. They are prepared as soon as possible after the records are received without waiting to screen out all disposable material or to perfect the arrangement of the records. They are compiled primarily for internal use, both as finding aids to help the staff render efficient reference service and as a means of establishing administrative control over the records.

Each preliminary inventory contains an introduction that briefly states the history and functions of the agency that accumulated the records. The records themselves are described series by series, that is, by units of records of the same form or that deal with the same subject or activity or that are arranged serially. Other significant information about the records may sometimes be given in appendixes.

When the record group has been studied sufficiently and the records have been placed in final order, the preliminary inventories will be revised and the word "preliminary" dropped from the title of the revision. Meanwhile, as occasion demands and time permits, special reports, indexes, calendars, and other finding aids to the record group will be prepared.

Several finding aids that give an overall picture of materials in the National Archives have been published. A comprehensive Guide to the Records in the National Archives (1948) and a brief guide, Your Government's Records in the National Archives (revised 1950), have been issued. Forty-four Reference Information Papers, which analyze records in the National Archives on such subjects as transportation, small business, and the Middle East, have so far been issued. Records of World War I have been described in the Handbook of Federal World War Agencies and Their Records, 1917-1921, and those of World War II in the two-volume guide, Federal Records of World War II (1950-51). Many bodies of records of high research value have been edited by the National Archives and reproduced on microfilm as a form of publication. Positive prints of some 10,000 rolls of this microfilm, many of which are described in the List of National Archives Microfilm Publications (1953), are now available for purchase.

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INTRODUCTION

The World War II enforcement program of the Office of Price Administration (OPA) originated in the spring of 1941 when the Office of Price Administration and Civilian Supply (OPACS) delegated to the Office of the General Counsel the responsibility for handling all legal matters connected with the formulation, issuance, administration, and enforcement of price schedules and other controls, rules, regulations, and orders. The General Counsel's staff for carrying out these functions consisted of the newly created Legal Division, which was composed of several sections, each headed by an Assistant General Counsel. The Enforcement Section of the Division officially began its operations in July under the direction of Brunson MacChesney. When OPACS was succeeded by the OPA in accordance with Executive Order 8875 of August 28, 1941, the structure and functions of the Legal Division remained unchanged.

Until January 1942 the OPA lacked legislative authority to enforce its price control programs, which were begun in February 1941. The activities of the Enforcement Section were limited, therefore, to requesting voluntary compliance by industries affected by the price schedules, referring criminal cases to the Department of Justice, and threatening unfavorable publicity. Direct statutory sanctions for rationing violations were not available until March 1942. The Enforcement Section, however, was able to effect compliance with rationing programs from the time they began in December 1941. On December 27, the Office of Production Management (OPM) transferred its allocation and enforcement powers over tires to the OPA. The formal order delegating the authority provided that the OPA could deny violators future deliveries of the rationed product. Moreover, the OPA could recommend to the OPM that the violator be denied other materials should they come under rationing. On January 24, the OPM's successor, the War Production Board (WPB), made a similar delegation of enforcement power to the OPA in regard to consumer rationing. Other enforcement measures that could be employed were similar to those used for price evasions.

By the fall of 1941 the need for a widespread enforcement and price organization that could deal effectively with the vast structure of American economic life was obvious. Although price control and enforcement activities were as yet restricted to the wholesale and manufacturing level, voluntary price stabilization had failed. The rapidly rising cost of living already had resulted in the preparation of price schedules, affecting retailers and consumers goods, which were awaiting issuance pending the enactment of a price control act. To provide effective local controls, a Field Operations Division was established on October 21, 1941, and, by February 1942, 11 regional offices were established within the continental United States. The Division included an investigative staff with jurisdiction over the investigation of evasions of price,

rent, and rationing regulations or orders. Cases requiring the application of sanctions were referred to the Enforcement Section of the Legal Division. In May 1942 the Field Operations Division was abolished and its investigative function subsequently was transferred to the Enforcement Section. In the same month the number of regions was reduced to 8 and Region IX, with its main office in Washington, D. C., was established to supervise OPA offices in the Territories and possessions.

The Emergency Price Control Act, approved January 30, 1942, and the amendments thereto, not only gave to the Price Administrator legislative authority for the establishment of price and rent control but also specified the sanctions that could be imposed for their enforcement. The Administrator was empowered to institute criminal proceedings (prosecution was solely within the jurisdiction of the Department of Justice); undertake civil suits (injunction, license suspension and, at a maximum, treble damage); make damage settlements; collect voluntary contributions for inadvertent violations; and to issue and require a license as a condition for selling any commodity subject to price control. These licenses were subject to suspension by State and Federal courts for violations of wartime controls. One of the distinctive features of the act was the granting to an Emergency Court of Appeals and the Supreme Court, in cases subject to review, of exclusive jurisdiction to determine the validity of any regulation or order. The Court also could consider cases in which relief was sought, chiefly by manufacturers, from the established price standard on a given commodity, from the denial of an application for price adjustment, or from the OPA's classification of a commodity or group of commodities.

The OPA's previous authorities for enforcing rationing orders were supplemented by the Second War Powers Act of March 27, 1942, from which was derived the power to institute criminal prosecution and to apply for an injunction or administrative suspension order. Until February 8, 1943, when an independent Office of Administrative Hearings was created, the Deputy Administrator for Rationing issued suspension orders which temporarily revoked dealers' licenses.

The enforcement means placed at the disposal of the OPA by these acts were commensurate with the magnitude of the task of enforcing 550 price regulations, 19 ration orders, and 2 basic rent regulations. Enforcement activities were no longer defensive in nature. After January 1942 enforcement policy became directed to the undertaking of investigative "drives" in those commodity fields where evasion was flagrant, not only for the purpose of punishing transgressors but also to discourage potential violators. The General Counsel filed the first enforcement suit in February.

The Enforcement Division was created by Administrative Order 64 of November 12, 1942, 1 month after the Administrator officially concen-

trated both the investigative and enforcement functions in the Office of the General Counsel. This organization of the Division, established within the Legal Department by the Administrator, consisted of the Office of the Assistant General Counsel, a Compliance Branch, a Trial Litigation Branch, an Appellate and Briefing Branch, and an Investigative Branch under a Chief Investigator. The Division was required to consult the program Departments--Price, Rent, and Rationing--before establishing policies or undertaking programs and to advise the Departments on their educational compliance policies and the enforceability of their regulations. The organization of the Division on the basis of function underwent a major change, in accordance with Administrative Order 64 (Revised) of February 24, 1943, which authorized the integration of the investigative and enforcement staff along commodity lines. Operating under a Director, Thomas I. Emerson, the Division now consisted of two staff branches--the Procedures and Field Operations Branch and the Litigation Branch--and four commodity branches--the Apparel and Industrial Materials Enforcement Branch, the Food Enforcement Branch, the Fuel and Consumer Goods Enforcement Branch, and the Rent and Services Enforcement Branch. The reorganization brought about a policy change; "drives," which had resulted in intermittent and limited enforcement pressure, were replaced by continuing commodity programs, the object of which was the selection of significant cases for prosecution.

On October 5, 1943, the Enforcement Department was created by authority of Administrative Order 64 (Second Revision). The Commodity and Litigation Branches were designated Divisions, the Procedures and Field Operations Branch was abolished, and the Office of the Deputy Administrator for Enforcement was set up under the direction of Thomas I. Emerson. In the Office were an Executive Officer and a Chief Investigator.

The Enforcement Department was responsible for (1) the development and application of investigative and enforcement policies and programs, (2) the application of appropriate sanctions, (3) the maintenance of close cooperation with the Price, Rationing, and Rent Departments, and (4) the institution, defense, conduct, and settlement of all judicial and administrative sanction proceedings, other than those arising in the Emergency Court of Appeals. The nature of the task required substantial delegations of authority. From January 1943 enforcement operations were directed toward as great a degree of decentralization as possible, and by the end of that year the national office retained only jurisdiction over policy decisions and over appeal and defensive suits. The responsibility for the enforcement of rent regulations was shared jointly with the Rent Department, beginning in October 1943, when the Enforcement Department delegated to the area rent offices the authority to impose administrative sanctions.

The field organization of the OPA before 1943 consisted not only of regional offices but also of a system of subordinate State and dis-

district offices, originally created to administer tire rationing which began in December 1941. On April 5, 1943, by authority of Staff Memorandum 157, State offices were redesignated "district offices." Enforcement attorneys in the regional offices were under the supervision of an enforcement executive; those in district offices were responsible to the district enforcement attorney. All of the enforcement staff in a region were under the supervision of an OPA Regional Administrator. Organization within the field offices was patterned on that of the national office, but variations existed between the regional and district offices, chiefly in that the latter did not have Litigation or Field Operations Sections. There were also differences in the number of district offices set up in a region. Moreover, the organization of the commodity sections within the offices varied in accordance with the enforcement demands arising from variations in the local economy.

The regional enforcement divisions (1) supervised and reviewed district office enforcement activities and training programs, (2) administered national and regional office enforcement programs, (3) coordinated enforcement problems crossing commodity lines, (4) took charge of the technical conduct of judicial and administrative-sanction proceedings, and (5) allotted OPA manpower as required by the basic organizational plan and local enforcement problems. The district offices (1) ascertained and investigated violations, (2) selected and applied appropriate sanctions to the extent that such authority had been delegated, (3) controlled the investigative time devoted to the various commodity fields, and (4) maintained liaison with local War Price and Rationing Boards and area rent offices in order to handle complaint referrals.

George Moncharsh was Deputy Administrator for Enforcement from April 9, 1945, to November 19, 1946, when he was succeeded by William E. Remy. During their administrations (April 1945-June 1947) the Department experienced a number of reorganizations resulting from the gradual cessation of price, rent, and rationing controls, and from the liquidation of the Department. On November 1, 1945, the Fuel and Consumer Goods Enforcement Division and the Rent and Services Enforcement Division were consolidated into the Rent and Durable Goods Enforcement Division. In March 1946 the position of Chief Investigator in the Office of the Deputy Administrator was abolished and his function relating to counterfeiting and stolen currency was transferred to the newly created Division of Special Investigations. In November 1946 all price controls, except those on sugar, rice, and certain syrups, were removed by Supplementary Order 193. Consequently the commodity divisions were abolished and replaced by a Program Division which consisted of a Rent Enforcement Branch, a Sugar Enforcement Branch which inherited all remaining food controls, and a Sales Control Enforcement Branch for veterans' housing programs. Authority for the enforcement of certain sections of Housing Priority Regulations had been delegated to the OPA

on August 27, 1946, by Housing Expediter William E. Wyatt. A Review and Disposition Division was established to dispose of litigation cases involving the decontrolled commodities, either by dismissal or litigation or by closing those cases which were insufficiently investigated. Consolidation of the district offices had begun in October 1946, and, within the remaining offices, Litigation Sections were set up, in place of Review and Disposition Sections, to close pending cases. All district offices, with the exception of 25 redesignated as regional branch offices, were closed in December. Regional offices and regional branch offices operated until June 1947.

On December 12, 1946, by Executive Order 9809, the Enforcement Department with the rest of the OPA was transferred to the Office of Temporary Controls. Max McCullough, who became Commissioner of Price Administration, designated William E. Remy as Deputy Commissioner for Enforcement (Staff Memorandum 604). By January the Program Division was supplanted by the Sugar Enforcement Division and the Rent Enforcement Division, the latter administering the veterans' housing sales program. By authority of the Sugar Control Extension Act of March 31, 1947, which provided for the transfer of all remaining sugar controls to the Department of Agriculture, the Sugar Enforcement Division came under the jurisdiction of that Department's newly created Sugar Rationing Administration (SRA). The Division of Special Investigations was abolished at the same time and its agents transferred to the Special Investigations Branch of the SRA. The SRA functioned until shortly after the termination of sugar rationing in July 1947. Executive Order 9841 of April 23, 1947, which provided for the termination of the Office of Temporary Controls by June 1, 1947, gave jurisdiction over rent control to the Office of the Housing Expediter and the function of liquidation to the Department of Commerce. Executive Order 9842 of April 23, 1947, authorized the Department of Justice to take over all pending litigation cases. The Enforcement Department was terminated on June 1, 1947, by Commerce Department Order 75.

The records described in this inventory are the records of the Enforcement Department of the Office of Price Administration and its predecessors, and a small quantity of the enforcement records of the Sugar Rationing Administration of the Department of Agriculture. They are part of the records in Record Group 188, Records of the Office of Price Administration, and amount to 415 cubic feet of national office records and 184 cubic feet of field office records. They are arranged in accordance with an "ideal" organization of the Enforcement Department, as they do not reflect an actual organization at any particular date. The records are therefore described as records of the constituent part of the organization that created them, except in cases where they were incorporated among the records of its predecessor or successor. The Enforcement Department records consist of those national and field office records selected, in accordance with plans developed by the Office of Price Administration with the advice of the National Archives during

1946, to document the organization, administration, and operations of the Department. The National Archives accessioned these records from the Division of Liquidation of the Department of Commerce during the period August 1947-January 1948. Personnel records for employees of the Enforcement Department are in the Federal Records Center, St. Louis, Mo. All other records of the OPA Enforcement Department were disposed of.

Related records in the National Archives are those of the other Departments of the Office of Price Administration in Record Group 188; Records of the Office of War Mobilization and Reconversion in Record Group 250; and Records of the Office of the Housing Expediter in Record Group 252.

RECORDS OF THE ENFORCEMENT DEPARTMENT OF
THE OFFICE OF PRICE ADMINISTRATION

RECORDS OF THE NATIONAL OFFICE

CENTRALIZED FILES OF THE ENFORCEMENT DEPARTMENT

These records were centrally maintained by the Office of the Deputy Administrator for Enforcement in order to make them readily accessible for the reference needs of all the units in the Department.

BUDGETARY MATERIALS. 1943-47. 1 ft.

Budget justifications and summaries; correspondence and reports relating to budget estimates and the allocation of funds and personnel; analyses of the effect of appropriations on various enforcement programs; interoffice memoranda and correspondence with the Comptroller General of the United States relating to the payment of fees to witnesses and the purchase of evidence; and monthly tabulations of personnel. Arranged by type of material or subject. 1

"OPA MANUAL." 1944-47. 3 ft.

The OPA Manual served as a medium for the communication of instructions and procedures and for the official demarcation of organizational lines and functions. It superseded many types of issuances, such as those described in entries 4 to 9. This series consists of edited drafts and printed copies of those sections of the Manual which bear on the organization and administration of enforcement functions. The records are arranged by section number. The related OPA Manual News Letter, which was distributed with each newly issued section of the Manual, is at the beginning of the section; it summarizes the section and contains filing instructions. 2

MISCELLANEOUS RECORDS RELATING TO VOLUME 9 OF THE OPA MANUAL. 1945-47. 3 in.

The volume, to which these records relate, contains instructional information on enforcement activities. The records consist of (1) correspondence of the Executive Officer, Enforcement Department, relating to the preparation and distribution of the volume; (2) correspondence and questionnaires relating to a survey conducted to determine whether the distribution satisfied the needs of field offices; and (3) flow charts prepared from the volume. Arranged by subject. 3

"LEGAL FIELD NOTICES." 1941-43. 1 in.

These notices, prepared by David Ginsburg, General Counsel, for distribution to field offices, contain organizational information about the Legal Division. Arranged numerically, 2-4. 4

"FIELD LEGAL INSTRUCTIONS--ENFORCEMENT INSTRUCTIONS SERIES." 1942-44. 5

3 in.

These issuances were prepared by the Enforcement Department to provide functional instructions to field enforcement personnel. They contain information on the delegation of authority over certain aspects of the enforcement program to field offices; operating standards and procedures; and the terminology used by the Department. Arranged numerically, 1-22. Drafts of the enforcement manual, dated November 1941 and February 1942, are at the end of the series.

"FIELD LEGAL INSTRUCTIONS--GENERAL INSTRUCTIONS SERIES." 1942-43. 1 in. 6

These issuances, which contain organizational data and administrative instructions, supplement those described in entry 4. Arranged numerically, 1-2, with several revisions and supplements.

"ENFORCEMENT STAFF NOTICES--SERIES I." Feb.-Oct. 1942. 1 in. 7

These notices, which deal with operating procedures, were sent by Brunson MacChesney, Assistant General Counsel, to attorneys in field offices in order to clarify and amend an instructional issuance of November 25, 1941. Arranged numerically, 1-22.

"ENFORCEMENT STAFF NOTICES--SERIES II." Feb. 1943-Feb. 1944. 1 in. 8

These notices, which concern organizational and administrative matters, were prepared by Thomas I. Emerson, Deputy Administrator for Enforcement, and were distributed to all members of the Department. Arranged numerically, 1-11.

"ENFORCEMENT OFFICE NOTICES." Mar.-Oct. 1942. 1 in. 9

These notices were distributed by Brunson MacChesney to inform the enforcement staff about office procedures (filing methods, meetings, signing mail, and the like). Arranged numerically, 1-11.

INSTRUCTIONAL AND PROCEDURAL MATERIALS. 1942-46. 5 ft. 10

Chiefly manuals of procedures for enforcing individual regulations and conducting compliance surveys, memoranda and reports relating to proposed surveys, issuances sent to field offices to explain enforcement procedures, and copies of forms used by investigators. Arranged by commodity group (food, durable goods, fuels, and the like). General enforcement manuals, including manuals for ration currency verification centers and for the investigation of prices on surplus war goods, and a report on the use of gummed sheets for ration currency are filed at the end of the series.

RECORDS RELATING TO ENFORCEMENT ACTIVITIES OF WAR PRICE AND RATIONING BOARDS. 1943-46. 1 ft. 11

These records show the development of procedures for investigating alleged violations reported by price panels and other units of the War Price and Rationing Boards. When compliance problems became acute at

the end of 1943, the OPA considered various measures for expediting the handling of complaints originating in the Boards. In 1944 a Board Enforcement Coordinator was added to the staff of regional and district offices.

The records comprise (1) general memoranda relating to the operation of price panels and the responsibilities of the District Board Enforcement Coordinators; unarranged; (2) reports and correspondence with field offices relating to the recruitment, functions, and activities of regional and district coordinators; arranged by region number; (3) reports containing statistics on the referral of complaints by price panels and comments on policies and procedures; arranged by region number; (4) reports containing data on the disposition of cases originating in local boards; arranged by region number (regions 1-6 only); and (5) a subject file of memoranda, reports, teletypes, issuances, and forms relating to the organization and operation of price panels, the establishment of channels of communication between local boards and enforcement personnel, compliance surveys conducted by price panels at the direction of the Enforcement Department, and a survey of the opinions of board chairmen about changing OPA operations. Arranged as described.

RECORDS RELATING TO LOCAL ENFORCEMENT MEASURES. 1942-44. 10 in. 12

These records show the cooperation between the OPA and State and local authorities in enforcing rationing and price control. They consist chiefly of studies and issuances dealing with cooperative measures; copies of State laws relating to black markets; memoranda containing analyses of local ordinances which were applied to enforce OPA regulations; correspondence with local courts dealing with OPA participation in judicial proceedings involving these ordinances; a report entitled "Suggested State War Legislation for 1944," prepared by the Council of State Governments; and correspondence with local authorities relating to the exemption of garbage collection and municipal auctions from price control. Included are several letters showing cooperation between the OPA, the Department of Agriculture, and the Selective Service System on enforcement matters. Arranged by subject.

PERIODIC REPORTS. 1941-47. 44 ft.

A procedure for the preparation of periodic reports by all enforcement units of the OPA was introduced by Thomas I. Emerson, Associate General Council, in 1941. He requested that all Assistant General Counsels submit progress reports for use in preparing for Leon Henderson, OPA Administrator, a weekly report relating to the activities of the Legal Division. During 1942 the content of the reports was standardized to provide officials with information necessary to appraise the effectiveness of the enforcement program. From then until the Enforcement Department was terminated on June 1, 1947, the reports included an appraisal of enforcement policies, a summary of litigation actions and administrative sanctions, comments on operating procedures and administrative matters, and progress reports on various enforcement programs. 13

In 1943-44 enforcement units in the national office started the practice, which later received official sanction, of preparing their reports in the form of newsletters for distribution to field units engaged in similar activities. These releases were designed to keep field offices informed about important developments in the enforcement program. During this period the routing of reports was also standardized. Enforcement units in district offices submitted reports to the corresponding units in the regional offices, which, in turn, submitted their reports and those of the district office to the corresponding unit in the national office. Copies of all reports prepared or received in the national office were later sent to the Office of the Deputy Administrator for Enforcement, where they were filed for the use of the staff by the name of the unit preparing them. (A list of these reports, prepared by the National Archives, appears as the appendix to this inventory.) The district office reports are arranged by region number, thereunder by office, and thereunder chronologically; the regional office reports, by region number and thereunder chronologically; and the reports by units in the national office, chronologically. Memoranda relating to the reports are interfiled in the series.

"MODEL PLEADINGS AND ORDERS." 1945-46. 5 in. 14

This series of forms and stereotypes was apparently maintained to illustrate the methods of preparing legal documents used in connection with judicial and quasi-judicial proceedings in which the OPA participated. Included are model complaints, subpoenas, applications for injunctions, briefs, stipulations, decrees, protest and other orders, and judgments. Arranged by type of form or by stereotype.

FORMS. ca. 1942-46. 2 ft. 15

This series consists of forms and stereotypes, together with some related memoranda, used by enforcement personnel in the national and field offices. Most of the forms were used to docket cases, to record investigative information, or to handle administrative matters. In five groups: (1) forms developed by regional offices, arranged by region number (Regions 1, 2, 4, 6, and 8 only); (2) forms used by several area rent offices, arranged by office; (3) regional forms used in evaluating the performance of district offices, unarranged; (4) national office forms, arranged by type of form or by name of Enforcement Department unit; and (5) general forms (evaluation reports, investigators' reports, pleadings, orders and judgments, personnel forms, and the like), arranged by type.

RECORDS OF THE OFFICE OF THE ASSISTANT GENERAL COUNSEL

The Assistant General Counsel in charge of the Enforcement Section of the Legal Division (later the Enforcement Division of the Legal Department) was responsible for the enforcement of price, rent, and rationing regulations until October 1943 when he was succeeded by the Deputy Administrator for Enforcement. Some of his records are described in the

entries that follow. The remaining records were inherited by the Office of the Deputy Administrator and are described as records of that Office.

PRESTATUTORY RECORDS. Aug. 1941-Feb. 1942. 1 ft.

16

This series was apparently organized as reference material for Thomas I. Emerson when the enforcement program was reorganized after the passage of the Emergency Price Control Act. It includes memoranda, letters, reports, and issuances relating to functional, organizational, administrative, and operating matters. The functional records show the development of early enforcement policies or pertain to legislative matters; the organizational materials relate chiefly to the assignments of the legal staff of the OPA; the administrative correspondence and reports deal with recruitment problems, budgets, job classifications, and correspondence control; and the operating records deal with methods of enforcing early price regulations and the recordkeeping requirements of the Emergency Price Control Act. Arranged by subject.

RECORDS RELATING TO OPERATING POLICIES. 1941-43. 5 in.

17

Correspondence with various agencies, industries, law firms, and Members of Congress; memoranda of the General Counsel's office and of regional offices; copies of administrative orders and regulations; drafts of policy statements, issuances, manuals, and press releases; and newspaper clippings. They relate to prestatutory enforcement problems; the establishment of the Enforcement Division; precedents for OPA policy on voluntary contributions for inadvertent transgressions and on the non-accessibility of investigative files to subpoenaed persons; the application of price schedules to scrap sales by the Departments of War and the Navy; noncompliance in the iron and steel industries during 1941; the organization and operation of the volunteers assistance programs; poultry, and iron and steel investigations; the investigation of OPA employees for illegal and alleged subversive activities; and the counterfeit sugar coupon program (1947). Arranged by subject.

CORRESPONDENCE WITH FEDERAL AND STATE AGENCIES. May-Dec. 1942. 3 in.

18

Letters received and sent by the Office of the Assistant General Counsel relating to participation of other Government agencies in investigative activities. Included is a copy of an agreement with the Department of the Interior concerning assistance in the administration of coal regulations. Arranged into correspondence with the Department of the Treasury, with other Government agencies, and with State agencies.

TRANSCRIPTS OF TELEPHONE CONVERSATIONS. Jan.-Oct. 1942. 1 in.

19

Chiefly verbatim transcripts but including several summaries of conversations with field personnel relating to a number of important investigations. Also included are some related correspondence and press clippings. Unarranged.

CORRESPONDENCE RELATING TO THE OPA SERVICE BOOKS. Nov. 1942-Jan. 1943. 2 in. 20

Chiefly correspondence between John Davidson, Regional Coordinator in the Office of the General Counsel, and the Conyers Publishing Co. relating to the publication of the OPA Service, which contains legislative, regulatory, and interpretative information bound into looseleaf volumes for use by OPA personnel. Arranged chronologically.

MEMORANDA RELATING TO RATIONING. 1942-43. 4 in. 21

Deal mainly with safeguards against the counterfeiting of ration currency, the evidence of illegal sale of tires by several firms, the cooperation between the OPA and the Reconstruction Finance Corporation on the idle-tire purchase plan, and the administration of rationing regulations. Several memoranda relating to price and export license control are included in the series. Arranged by subject.

MEMORANDA RELATING TO REPORTING REQUIREMENTS. Oct. 1942. 1 in. 22

These memoranda, with related tabulation sheets, deal with a survey conducted to determine whether firms were complying with the reporting provisions of regulations. Unarranged.

RECORDS RELATING TO A SURVEY OF THE RUBBER TIRE INDUSTRY. Feb.-Apr. 1942. 2 in. 23

Letters, memoranda, and reports relating to a survey conducted jointly by the New York Regional Office of the OPA and the Wage and Hour Division of the Department of Labor to determine the degree to which tire sellers were complying with the tire-rationing regulation. Arranged chronologically.

RECORDS RELATING TO A SURVEY OF THE CEMENT INDUSTRY. Aug.-Dec. 1942. 2 in. 24

Memoranda, letters, reports, and price lists relating to a survey conducted to determine whether cement producers had complied with the General Maximum Price Regulation. Arranged chronologically.

RECORDS RELATING TO THE TIRE-REQUISITIONING PROGRAM. Nov. 1941-Jan. 1943. 4 in. 25

Memoranda, forms, and manuals relating to the procedures for requisitioning excess tires from persons owning more than five tires for a single motor vehicle. Included are legal opinions on the legality of such requisitioning. Unarranged.

RECORDS OF THE OFFICE OF THE DEPUTY ADMINISTRATOR FOR ENFORCEMENT

The Office of the Deputy Administrator for Enforcement, which was formally established on October 5, 1943, by authority of Administrative Order 64 (Second Revision), included the Executive Office and the Office of the Chief Investigator. The Executive Office was composed of a Field

Coordination Section, directed by a Field Coordinator, and an Administrative Operations Section, usually known as the Procedures and Field Operations Section, and, after November 1944, as the Field Operations Branch. The Analysis and Reporting Unit of that Branch attained branch status by January 1945.

The Office of the Chief Investigator underwent minor changes until its termination in March 1946 and the subsequent transfer of its ration currency protection function to the newly created Division of Special Investigations. In March 1944 the Chief Investigator concentrated the training function in a Training Branch. When, in July, he inherited from the Executive Officer the responsibility for dealing with problems of organized thefts and of ration currency counterfeiting, he set up a Currency Protection Branch to perform this function.

The functions of the Office of the Deputy Administrator, as stated in the creating order, were as follows:

(1) The Deputy Administrator for Enforcement was responsible for advising and consulting other deputy administrators on agency-wide enforcement policies and programs, conducting liaison with other Government agencies on enforcement matters, and directing the operations of the Department.

(2) The Executive Officer developed departmental policy on delegating responsibilities to field offices; provided staff assistance to the Deputy Administrator in planning enforcement policy, in coordinating policy application and field enforcement activities, and in preparing and reviewing instructions to the field; devised reporting and records systems to provide data for the appraisal of enforcement operations; and performed all administrative services for the Department. From October 1943 until the summer of 1944 the Executive Officer took charge of the operations of a Licensing Section which had been established as a unit in the Enforcement Section of the Legal Department in early 1942 to direct the registration of dealers requiring operating licenses. The Section was transferred to the Price Department in 1944.

(3) The Chief Investigator represented the Department in acting as liaison with the Federal Bureau of Investigation, the Secret Service, State and local police departments, and all other investigative agencies, for the purpose of enlisting their services in the enforcement of regulations; and devised and developed training programs for investigators.

By Staff Memorandum 604, issued in December 1946, the Deputy Administrator for Enforcement became the Deputy Commissioner for Enforcement. His office was terminated on June 1, 1947.

The records of this Office include a considerable quantity of the records of the Deputy Administrator's predecessor, the Assistant General

Counsel, as well as the selected enforcement case files and related correspondence which were forwarded to the Office by regional records officers upon the liquidation of field offices.

BUDGETARY MATERIALS. 1942-47. 1 ft. 26

Organizational charts, budget estimates and justifications, reports, studies, memoranda, and workpapers relating to the allocation of funds for enforcement activities and personnel. In three parts--for the years 1942-45 and 1945-46, and for November 1946-February 1947.

ORGANIZATIONAL RECORDS. 1941-45. 1 ft. 27

Minutes of staff meetings, charts, issuances, memoranda, and personnel lists documenting the organization and, incidentally, the functions and procedures of the Legal Division, the Enforcement Department, and the enforcement units of field offices. Similar materials relating to the allocation of manpower are also included. Arranged by subject.

MEMORANDA SHOWING THE DIVISION OF RESPONSIBILITIES FOR THE COMPLIANCE PROGRAM. 1943-45. 2 in. 28

As all operating departments of the OPA were responsible for obtaining compliance with its regulations, problems of jurisdiction arose between the Enforcement Department (responsible for handling violations), and the Information Department, Rationing Department, Price Department, and field offices (responsible for obtaining compliance by education, trade relations, and persuasion). The memoranda document the development of policies regarding their respective jurisdiction for various parts of the program. Unarranged.

RECORDS RELATING TO THE FUNCTIONS OF THE LEGAL STAFF. 1942-45. 2 in. 29

Minutes of meetings, letters, memoranda, and a report by the Legal Advisory Committee on February 18, 1944 (49 p.), dealing with the recruitment of legal personnel and the functions and activities of the legal staff. Arranged by subject.

MINUTES OF MEETINGS. Nov. 1945-Jan. 1947. 3 in. 30

These are minutes of national office staff meetings and of conferences of officials of national and field offices. They contain discussions about organizational and budgetary problems, the allocation of personnel, operating procedures, policies on sanctions, and the collection of statistical data. Arranged chronologically.

RECORDS RELATING TO MEETINGS AND CONFERENCES. Nov. 1946-Apr. 1947. 1 in. 31

Minutes of staff meetings and agenda for and transcripts of the proceedings of regional enforcement executives' conferences. They contain data on a variety of administrative and operating problems. The minutes and agenda and transcripts are each arranged chronologically.

ADMINISTRATIVE MEMORANDA. 1941-45. 5 in.

Relate to the interpretation of legislation; the administration of the Federal Reports Act of 1942 (concerned with Bureau of the Budget approval of reporting operations); the disclosure of information on enforcement to the Defense Supplies Corporation and the California State Board of Equalization; protest and appeal procedures; the recruitment, training, and investigation of OPA personnel; the use of OPA investigators for compliance drives; and political activity by paid and volunteer employees of the OPA. Arranged by subject. 32

RECORDS RELATING TO OPERATING POLICIES. 1943-47. 2 ft.

These records show the development of the policies executed by the operating branches of the Department and the transfer of these operations to the Office of the Deputy Administrator for Enforcement during the last months before its termination. Included are minutes of meetings, reports, directives, memoranda, and teletypes relating to the organization and functions of the Department; the cooperation between the OPA and the Department of Justice, the Bureau of Internal Revenue, and the Office of the Housing Expediter; the handling of important and precedent cases; methods of handling such problems as auction and tie-in sales, the pricing of surplus war goods, counterfeit currency, the black market in meat and poultry, and the curtailing of widespread violations by retail food stores; and the liquidation of the Department and the transfer of its functions to other agencies. The records are in three groups--for the years 1943-44, 1945-46, and 1946-47; within each group they are arranged by name of division and thereunder by name of branch or by subject. 33

RECORDS RELATING TO SANCTION POLICIES. 1942-46. 8 in.

Chiefly memoranda but including correspondence with other Government agencies, reports, and OPA issuances relating to such matters as the interpretation of amendments to Section 205 (e) of the Emergency Price Control Act of 1942, the effectiveness of criminal prosecutions as a method of enforcing OPA regulations, the liability of wholesalers and retailers using prescribed pricing markups for commodities sold by manufacturers above maximum prices, and the application of treble-damage sanctions against persons charging more than the fixed prices. Arranged by subject. 34

PROCEDURAL RECORDS. 1945-46. 5 in.

Analyses of bills providing for the extension of the Emergency Price Control Act and the Stabilization Act; directives dealing with the control of enforcement cases; and correspondence and reports relating to the preparation of a history of the enforcement program, the classification of commodities into three commodity groups in order of priority for investigation, decontrol procedures, the progress of enforcement in the building materials and construction industries, and the disposition of enforcement records. Arranged by subject. 35

RECORDS RELATING TO THE PURCHASE OF EVIDENCE. 1942-45. 1 in. 36

Memoranda, letters, and tabulations relating to the purchase of evidence (information and goods) in connection with enforcement investigations. Unarranged.

RECORDS RELATING TO THE DISPOSAL OF EVIDENTIARY MATERIALS. 1943-44. 37
1 in.

Memoranda, teletypes, and issuances relating to the procedure for the disposal of goods obtained by the OPA--by purchase, donation, or confiscation--for use in an enforcement action. Unarranged.

RECORDS RELATING TO INTRAAGENCY AND INTERAGENCY RELATIONS. 1945-46. 38
5 in.

Chiefly minutes of meetings, correspondence with other Government agencies, mainly the Departments of Justice and the Treasury, and memoranda sent to and received from the Department's division directors, heads of OPA executive offices (mainly the Office of the Administrator and the Office of Administrative Hearings), and regional enforcement executives. The records, including several letters dated 1943-44, relate to the establishment of an interagency Black Market Committee, the suspension of subsidies and licenses to sell certain commodities under price control, audits of enforcement operations in field offices, interagency cooperation on enforcement investigation and prosecution, restrictions against the use of treble-damage claims by OPA employees, the deductibility of monetary sanctions for income tax purposes, and personnel problems of a policy nature. Arranged by name of agency or unit.

RECORDS RELATING TO CONGRESSIONAL RELATIONS. Dec. 1946-June 1947. 39
1 in.

Statements by Gen. Philip B. Fleming, Administrator of the Office of Temporary Controls, before congressional committees; correspondence between General Fleming and Members of Congress; and several related memoranda and letters chiefly about pending legislation pertaining to enforcement functions and the handling of enforcement cases involving decontrolled commodities. Unarranged.

RECORDS SHOWING RELATIONS WITH REGIONAL OFFICES. 1945-46. 5 in. 40
Memoranda, teletypes, and studies relating chiefly to administrative problems (budgets, personnel matters, reporting procedures, and the like). Arranged by region number.

MEMORANDA RELATING TO FIELD OFFICES. 1942-45. 1 ft. 41

These interoffice memoranda deal chiefly with the establishment and organization of field offices, their budgetary and recruiting problems, and policies and procedures pertaining to the maintenance of liaison between the national and field offices. Arranged by calendar year and thereunder by region number. The file for 1942 includes several documents for December 1941. The 1943 file includes press releases and correspondence relating to the suspension of Paul I. Ross, Regional Enforcement Executive for Region 2.

REGIONAL CORRESPONDENCE. Nov. 1946-June 1947. 3 in.

Memoranda, letters, and teletypes, with related interoffice memoranda and correspondence with private firms, received from or sent to regional administrators, regional enforcement executives, and heads of regional enforcement sections. The correspondence relates chiefly to audits of field office operations, pending cases, the liquidation and termination of field offices, and the placement of discharged employees. Arranged by region number and thereunder chronologically. Miscellaneous correspondence with field offices, dealing mainly with liquidation procedures, is at the end of the series. 42

RECORDS RELATING TO ENFORCEMENT CASES. 1942-46. 146 ft.

Memoranda exchanged with regional offices as well as some copies of investigative reports and exhibits or legal papers partly documenting individual or company violation cases. These materials were forwarded to the national office in accordance with procedural instructions or specific requests for information. Arranged alphabetically by name of case. 43

CORRESPONDENCE RELATING TO LIAISON ACTIVITIES. 1941-45. 5 in.

Memoranda and letters documenting the relations between the Enforcement Department and the Departments of Justice and the Treasury, the Bureau of Labor Statistics, the General Accounting Office, the Office of Censorship, the War Production Board, other Government agencies, the United States Conference of Mayors, the Better Business Bureau, the Willmark Service System, and bar associations. The correspondence deals with such subjects as litigation procedures and responsibilities, agreements with other Government agencies, compliance surveys, the voluntary payment of overcharges to the United States Treasury, and the deductibility for tax purposes of payments made by violators of regulations. Arranged by name of agency or institution. 44

RECORDS SHOWING PUBLIC RELATIONS ACTIVITIES. 1945-46. 2 in.

Include transcripts of a press conference (September 4, 1946) and a radio address (May 12, 1946) by George Moncharsh; reports, memoranda, and issuances relating to informational activities in field offices; and memoranda, press releases, and press clippings relating to the disclosure of information on enforcement actions. Arranged chronologically. 45

RECORDS RELATING TO INDUSTRY COMMITTEES. 1941-45. 2 in.

Memoranda, press releases, and other records dealing with the establishment and functions of trade cooperating committees, informal industry committees, and industry advisory committees, and containing information about their promotion of compliance with OPA regulations. Unarranged. 46

MEMORANDA AND PRESS CLIPPINGS RELATING TO RACE RELATIONS. 1943-44. 1 in.

These records are in two parts: one part is a chronological file of memoranda relating to the recruitment of Negro personnel by the OPA and 47

the effectiveness of enforcement in Negro communities; the other part consists of memoranda and press clippings relating to an August 1943 riot in the Harlem District of New York City.

READING FILE OF GEORGE MONCHARSH. Apr. 1945-Nov. 1946. 4 in. 48

Notes, memoranda addressed to members of the Deputy Administrator's staff and to officials of the national and field offices, and letters addressed to other Government agencies, Members of Congress, and private firms. They deal with such matters as the OPA's policies on enforcement, staff meetings, the handling of important cases, industry surveys, the operation of field offices, and administrative activities (chiefly personnel problems). Arranged chronologically.

READING FILE OF WILLIAM E. REMY. Nov. 1946-June 1947. 3 in. 49

Copies of letters, memoranda, and reports sent by William E. Remy to members of his staff, OPA Commissioner Max McCullough, regional officials, Members of Congress, officials of other agencies, and private firms relating chiefly to the transfer or termination of enforcement functions and activities. Arranged chronologically.

CORRESPONDENCE OF BYRON S. MILLER, EXECUTIVE OFFICER. Oct. 1943-Apr. 1945. 8 in. 50

Mainly outgoing correspondence but including some incoming correspondence (chiefly memoranda addressed to persons in the Department) relating to the formulation of policies and the operation and management of the Enforcement Department. Arranged chronologically.

RECORDS RELATING TO SUSPENSION ORDERS. 1942-45. 5 in. 51

Chiefly memoranda and issuances dealing with the legality of suspension orders, the quasi-judicial proceedings required for suspension cases, policies regarding the suspension of ration allowances for persons found to be in violation of rationing regulations, and the organization and functions of the OPA Office of Administrative Hearings. Included are copies of briefs and decisions used as precedents and transcripts of conferences conducted to discuss suspension problems. Arranged by subject.

CORRESPONDENCE OF THE EXECUTIVE OFFICE. 1941-47. 4 ft. 52

Copies of memoranda sent to regional offices or exchanged among the Assistant General Counsel, the Executive Officer, the Analysis and Reports Branch, the Training Branch, and the Procedures and Field Operations Branch relating to procedure, operations, and programs. Included are some memoranda concerning limitations to the authority of the OPA. Grouped into regional and interoffice correspondence and arranged thereunder by numeric designations for each creating branch or office.

MISCELLANEOUS RECORDS (SERIES I). 1941-45. 5 in. 53

Drafts of administrative orders relating to the organization of the Enforcement Division; memoranda dealing with relations between the En-

enforcement Section and the Price Division; enforcement drives and surveys; manpower needs of field offices; employee suggestions; operating and administrative procedures; an analysis of major criticisms of the enforcement program; a sample of Brunson MacChesney's correspondence (letters and memoranda received from or sent to persons whose surnames begin with G); and charts and graphs containing statistical data on the handling of complaints. Arranged by subject.

MISCELLANEOUS RECORDS (SERIES II). Sept. 1946-June 1947. 5 in. 54

Progress reports submitted to OPA Commissioner Max McCullough; letters and memoranda relating to policies on the settlement of claims for less than the amount of the overcharges, requests by regional enforcement executives to grant certain violators exceptions to enforcement proceedings (submitted in accordance with Section 9-1501 of the OPA Manual), personnel investigations, violations of regulations pertaining to commodities later decontrolled, forms control, the disposition of records, the transfer of pending enforcement cases to the Department of Justice, and the liquidation of the Office of Temporary Controls; lists of personnel; letters of recommendation for former employees; William E. Remy's correspondence with friends relating to official matters (1944-47); forms; and tabulations of pending cases. Arranged by subject or type of record.

MISCELLANEOUS CORRESPONDENCE. 1942-45. 2 in. 55

Incoming and outgoing letters and memoranda relating to such matters as personnel administration, employees' suggestions for handling violations, and claims against the OPA. Filed with the related correspondence are transcripts of a hearing on charges of malpractices by supply personnel and price control compliance manuals issued by the Great Atlantic and Pacific Tea Co. to its employees. Arranged chronologically.

RECORDS RELATING TO COST-OF-LIVING SURVEYS. 1942-45. 2 in. 56

Memoranda, reports, forms, and a manual relating to studies of retail prices by the Bureau of Labor Statistics, showing evidences of price violations. Arranged chronologically.

"ADMINISTRATIVE STUDY OUTLINE ON INVESTIGATION, ORGANIZATION AND PROCEDURE." 1944. 2 in. 57

This is a report prepared by the Bureau of the Budget as a result of its study of the enforcement program in field offices.

ENFORCEMENT CASE FILES. 1943-47. 76 ft. 58

This series is a sample of individual and company case files selected to illustrate all the various types of sanctions employed by the OPA--chiefly litigation actions undertaken in Federal, State, and district courts--in the enforcement of price, rent, and rationing regulations. It is also valuable for the information it contains on business operations during the war period.

In the selection of these files, the national, regional, and district offices were instructed by the National Archives to include (1) cases

representing outstanding landmarks in the history of OPA enforcement by litigation; (2) cases showing the application of various enforcement measures, both singly and in combination; and (3) cases which reflected the more interesting points of law and statecraft. The national office, with the advice of field personnel, was responsible for the selection of significant appeal cases. A typical litigation case file includes some or all of the following: "Summary of Findings," together with exhibits, affidavits of the investigating attorney and interested parties, and company sales records or other supporting materials compiled by the OPA for submission to the court; copies of court summons, petitions, motions, the reporter's transcript of the trial, and various types of briefs; copies of court rulings covering injunctions, license suspensions, treble-damage or criminal suits; and related correspondence exchanged with the Department of Justice, U. S. Attorneys, judges of the courts, the firm or individual's legal representative, national and regional officials, and other interested persons.

A typical nonlitigation case file includes most of the above-mentioned investigative materials as well as a copy of the document showing the applied sanction.

For some cases, there are both national and regional files. Administrative suspension cases are also to be found in the records described in entries 279 and 294. The national office files, at the beginning of the series, are arranged alphabetically by name of case; the regional files are arranged by region number, thereunder grouped by State or by district office, and thereunder, alphabetically by name of case.

LIST OF SIGNIFICANT ENFORCEMENT CASES. 1947. 5 in. 59

Regional memoranda containing lists of cases suggested for retention (see entry 58). Arranged by region number.

Records of the Field Operations Branch

GENERAL RECORDS. 1943-45. 10 in. 60

Minutes of staff meetings and meetings of regional enforcement executives, dealing chiefly with budgetary and personnel matters; correspondence relating to the organization and activities of the Branch and of field offices, their budgetary and personnel problems, policies on enforcement sanctions, records management, and the audit of ration currency accounts of local boards; and the correspondence files of Byron S. Miller, Executive Officer (1943-45); Aaron W. Warner, Chief of the Litigation Section and later Chief of the Procedures and Field Operations Branch (1942-43); Bernard Sclove, Field Enforcement Coordinator (1944-45); and of Sclove's successor, Robert W. Arthur (1945). Arranged alphabetically by subject or name of staff member, with the exception of some of the budgetary records which are at the end of the series.

ORGANIZATIONAL AND FUNCTIONAL CHARTS OF ENFORCEMENT DIVISIONS OF REGIONAL AND DISTRICT OFFICES. 1944-46. 3 in. 61

Most of these charts show the name of the incumbent in each position. Arranged according to date: February 15, 1944; January 31, 1945; and

August 1946, and thereunder by region number. Memoranda relating to personnel changes are filed with the charts for 1946. Miscellaneous organizational charts and tabulation forms (OPA Form 550-172), showing the distribution of personnel in field offices as of March 31, 1946, are at the end of the series.

POLICY MEMORANDA. Jan. 1945-Oct. 1946. 7 in.

Relate mainly to the organization and operation of committees appointed to coordinate compliance activities and the four-man Committee on Black Markets, plans for reorganizing regional enforcement divisions, suggested changes in standards for settling cases, the development of a "category system" of priorities for various types of cases, and criticisms of the qualitative analysis system for evaluating the work performance of field offices. Included are related letters and issuances, a case file relating to an investigation of conditions in the Charleston, W. Va., District Office, and tabulations of the number of cases handled by the national and field offices. Arranged by subject. 62

ADMINISTRATIVE CORRESPONDENCE. Oct. 1945-Feb. 1947. 5 in.

Memoranda, letters, and teletypes addressed to staff members and field offices relating mainly to the functions of the Executive Office and such administrative matters as personnel and records management, the consolidation of district offices, and the preparation of budgetary reports. Included are the correspondence files of John A. Gorfinkel, William E. Remy, and the branch chiefs of the Program Division. Arranged by name or title of person who prepared the correspondence and thereunder chronologically. 63

CORRESPONDENCE WITH REGIONAL OFFICES. Nov. 1945-Mar. 1947. 2 in.

Relates to the organization of field offices, personnel matters, records management, administrative and operating procedures, and other subjects of interest to regional offices. Arranged by region number. 64

APPRAISALS OF FIELD OFFICES. 1945-46. 1 ft.

Chiefly memoranda prepared by members of the national and regional offices evaluating the efficiency of field offices, with particular attention to the performance of heads of enforcement units. Arranged by region number and thereunder by name of regional or district office. 65

RECORDS RELATING TO FIELD OFFICES. 1943-45. 4 ft.

Interoffice memoranda, letters, and charts relating chiefly to organizational and administrative matters and to operating procedures. Arranged by region number and thereunder by subject or name of district office. 66

Records of the Analysis and Reports Branch

RECORDS RELATING TO THE PREPARATION OF REPORTS. 1942-47. 2 ft.

This series deals mainly with the development of procedures for the reporting system, but it also contains data on enforcement activity at 67

the national level. The records consist of interoffice memoranda; a "master file" of narrative and statistical analyses of national and regional operations; coding and tabulating manuals and instructions; a handbook on the jurisdiction of commodity branches for regulations; regional memoranda relating to a Bureau of the Budget proposal to eliminate IBM reporting; and sample forms. In two parts, each arranged by subject.

OUTGOING MEMORANDA. 1943-47. 10 in. 68

Copies of memoranda and teletypes sent to regional offices, containing instructions and requests for the preparation of statistical reports covering their activities. Arranged in part by region number and in part chronologically.

STATISTICAL TABLES ON INVESTIGATIVE AND ENFORCEMENT ACTIVITIES. 1942-47. 14 ft. 69

Periodic and summary reports, manuscript and printed, prepared chiefly by the national and regional offices. This series is valuable not only for the specific information that it contains on the type of violations handled by the various units or in a specific geographic area but also because it shows the scope and effectiveness of Enforcement Department operations throughout its lifetime. Included are some qualitative and quantitative analyses of operations. The records are in two parts, as follows:

(1) Tables containing data by Enforcement Department operating level, time period, geographic area, industry classification, or regulation number on manpower allocations, complaints, investigations, local board and area rent activities, compliance activities, monetary settlements, and administrative, civil, and criminal proceedings. Included are some tables containing comparative data on enforcement activity, crime, and economic indexes of population, cost of living, and industries.

(2) Miscellaneous tables, including some charts, relating to manpower allocations, the distribution of investigative time, the disposition of complaints, and price-panel referrals. The records include lists of retail gasoline dealers in violation of regulations and a map of the Chicago region, showing, by country, the number of retailers, wholesalers, and manufacturers. A list of these tables is available in the National Archives.

CARD LIST OF STATISTICAL TABLES. n.d. 4 in. 70

Cards, 5" x 8", giving the title, number, content, and date of the tables which were prepared at various operating levels about specific sanction activities. Arranged by subject.

RECORDS OF REGIONAL OFFICES. 1943-46. 1 ft. 71

Included for each office are (1) regionally prepared instructions covering reporting and records control procedures; (2) tables, charts, and graphs (many accompanied by narrative analyses) showing regional enforcement activity by type, commodity branch, or operating level; and

(3) outgoing memoranda sent to the national office, containing suggestions for an improved statistical reporting program. Some of the statistical material was apparently selected as exhibits by the OPA in connection with a Bureau of the Budget proposal to terminate IBM operations. Arranged by type of material.

IBM LISTINGS OF ENFORCEMENT CASES. 1942-47. 12 ft.

These machine tabulations, relating to completed enforcement actions, typically contain the following information: the name of the transgressor, the type and level of business, the office where the case originated, the regulation violated, and the disposition of the case. The listings are grouped as follows: (1) by sanction type (1942-43); (2) by regulation and commodity (1943-47); (3) by subject, such as retail food cases, dollar-amount settlements, and injunctions; and (4) miscellaneous. The tables are in code. (For a key to the code, see the handbook described in entry 67.) A list of the tables is available in the National Archives. 72

Records of the Training Branch

RECORDS RELATING TO TRAINING PROGRAMS. 1943-47. 3 ft.

Chiefly materials and papers relating to training techniques prepared in connection with several training programs (basic training, training for attorneys, training for supervisors, and the like) in the national and field offices. Included are training manuals and guides, reports on training standards and techniques, studies of records management and reporting procedures, examples of the types of papers created in handling enforcement cases, copies of examinations and sample ratings, and memoranda dealing with training courses and conferences. Arranged by title of training program and thereunder by subject, type of material, or region number. 73

CORRESPONDENCE WITH REGIONAL OFFICES. 1944-46. 6 in.

Letters and memoranda sent to and received from regional offices relating to staff meetings, personnel matters, and the operation of training programs. Arranged by region number and thereunder chronologically. Copies of correspondence sent to all regional offices are at the beginning of the series. 74

RECORDS RELATING TO CONFERENCES OF REGIONAL ENFORCEMENT TRAINING SPECIALISTS. Sept. 1943-Feb. 1947. 5 in.

Consist of agenda, reports, correspondence, manuscript notes, and copies of training materials. Arranged chronologically by date of the conference. 75

REGIONAL MANUALS. 1942-43. 9 in.

These manuals were prepared by regional offices to provide instructions to legal and enforcement units in regional and district offices. Some related memoranda are included in the series. Arranged by region number. 76

DRAWINGS FOR ORIENTATION COURSES. n.d. 1 in. 77

Original poster drawings depicting employees with various personality traits. Arranged numerically, 1-28.

HISTORICAL DOCUMENTATION. 1941-47. 6 in. 78

This series was apparently organized in connection with the preparation of "Training of Enforcement Personnel in the Office of Price Administration," by Jack Geller (ca. 1947, 20 p.). Included are training manuals, minutes of a conference of chief investigators, reports on conferences of regional enforcement training specialists, curricula and outlines for training courses, memoranda relating to proposals for a national training program for investigators and police methods of investigation, a manuscript historical chronology of the history of enforcement training, and a typed copy of Mr. Geller's study. Arranged by subject or type of material.

MONTHLY REPORTS OF TRAINING SPECIALISTS. 1946-47. 1 in. 79

Narrative reports containing data on the management and operation of the training programs. Related correspondence is filed with the reports. Arranged by region number.

APPRAISALS OF THE TRAINING PROGRAM IN FIELD OFFICES. 1944-46. 3 in. 80

Special reports, excerpts of progress reports, and memoranda containing appraisals of the effectiveness of training methods in field offices. Arranged by region number.

READING FILE. 1944-46. 2 in. 81

Copies of outgoing letters, memoranda, and teletypes relating to the organization, management, and operation of the training program. Arranged chronologically.

Records of the Licensing Section

RECORDS RELATING TO THE ADMINISTRATION OF LICENSING REGULATIONS. 1942-44. 1 ft. 82

Include a legislative history of the licensing provisions of the Emergency Price Control Act of 1942; procedural memoranda and issuances; memoranda, correspondence, and work papers relating to the effectiveness of licensing as an enforcement method, proposed licensing regulations and orders, and the activities of the Licensing Section; progress reports of the Section; proposed and approved registration and license-suspension forms; reports on the registration of waste, scrap, salvage, and second-hand machine tool dealers; a selected sample of completed registration forms (OPA Form SO 20:3); lists of scrap dealers, submitted by a number of local governments in Massachusetts; and lists of registrants. Arranged by subject or type of record.

LEGAL MEMORANDA. Dec. 1941-Nov. 1942. 5 in. 83

Deal with such problems as (1) the extent of the power to suspend

licenses, (2) the jurisdiction of State courts in suits brought under the Federal Emergency Price Control Act, (3) the nature of legal proceedings in license suspension cases, (4) the admissibility of OPA reports as evidence in suspension proceedings, (5) the nature of the initial proceeding against a violator of OPA regulations before the OPA might institute suspension proceedings after the second violation, and (6) the power of the OPA to adopt a seal for certain legal papers. Arranged by subject. A study of the enforcement provisions of the Emergency Price Control Bill (H. R. 5990) is at the beginning of the series.

RECORDS RELATING TO WARNING NOTICES. 1942-43. 5 in.

Include internal correspondence relating to delegations of authority to issue notifications to individuals that they might be subject to suspension proceedings; legal memoranda and issuances relating to procedures for issuing the warning notices; and correspondence containing comments on local reactions to warning notices, drafts of notices, and sample notices with auxiliary papers. Arranged by subject.

84

RECORDS RELATING TO LICENSING PRACTICES OF OTHER AGENCIES. 1941-42. 5 in.

Memoranda, letters, and issuances containing information about the licensing regulations and procedures of the Agricultural Adjustment Administration, the Federal Alcohol Administration, the Federal Communications Commission, the Bureau of Mines, the Federal Reserve Board, the Department of the Treasury, the United States Food Administration, the Federal Power Commission, the Securities Exchange Commission, and the Canadian Wartime Price and Trade Board. Arranged alphabetically by name of agency. A folder of sample forms for complaints and orders used by the OPA, the Security Exchange Commission, and several State agencies in connection with licensing proceedings is at the end of the series.

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RECORDS OF STAFF DIVISIONS

Records of the Litigation Division

The Division was responsible for (1) the development of policies and procedures for judicial and administrative sanctions, (2) the conduct of proceedings to which the OPA was a party--except those coming before the Emergency Court of Appeals, (3) the issuance of instructions to the field, (4) the maintenance of liaison with the Department of Justice, (5) the review of field office reports on litigation, and (6) when deemed necessary, the conduct of unprecedented or especially important litigation cases by the national office. The functions of the constituent branches were as follows:

(1) The Appellate Branch conducted all litigation before the courts of review, including the perfection of appeals, the preparation of briefs, and the presentation of oral arguments to the courts.

(2) The Briefing Branch prepared all basic briefs for the field and the national office, assisted in the preparation of appeal briefs, conducted legal research for the Department, and developed policies for the application of judicial and administrative sanctions.

(3) The General Litigation Branch developed national policies and procedures relating to the conduct of civil and criminal litigation, including cases challenging the constitutionality of applicable statutes; prepared instructions for the field relative to the conduct of litigation and suspension order proceedings; reviewed field office reports; and, on occasions, participated in the handling of unusual types of litigation cases in courts of initial jurisdiction.

Successive directors of the Division were Fleming James, Jr. (October 1943-October 1945), Milton Klein (November 1945-June 1946), and David London (June 1946-May 1947).

GENERAL RECORDS. 1941-46. 10 in.

86

Minutes of meetings of national office officials, regional enforcement executives, regional litigation attorneys, and district enforcement attorneys; memoranda and issuances relating to such matters as enforcement provisions in the proposed and in the approved Emergency Price Control Act, the organization and activities of field litigation units, the functions of the investigative staff of the OPA, the relationship between the legal and operating units of the OPA, the establishment of the Office of Temporary Controls, the status of enforcement during July 1946 when controls were temporarily terminated, the jurisdiction of the OPA and the Department of Justice in criminal proceedings, precedent cases, personnel allocation, and training conferences for litigation attorneys; correspondence and exhibits relating to an alleged violation of an alcohol price regulation (Porter v. Lillian Hartevell et al); and briefs, reports, memoranda, and work papers relating to injunction proceedings against The Hecht Co., a department store in Washington, D. C. Arranged by subject.

"MEMORANDA OF LAW." 1941-46. 7 ft.

87

These memoranda, most of which were prepared for the use of OPA attorneys in court cases, relate to the constitutionality and interpretation of the Emergency Price Control Act. They contain model pleadings and briefs, or they analyze the limits of the authority of the OPA and some of its officials. In 8 groups: (1) a numeric series (1-20) of Enforcement Memoranda; (2) a numeric series (1-21) of Basic Enforcement Memoranda; (3) memoranda (the largest group), arranged alphabetically by key word or words of the memoranda titles; (4) memoranda, arranged alphabetically by subject, dealing with such matters as administrative investigations, the appointment of the OPA Administrator, the regulation of commodities sold to Army Post Exchanges, the authority of OPA agents to make arrests, local black-market ordinances, and the constitutionality

of controls after the end of hostilities; (5) memoranda, arranged similarly to those described in group 4, above, relating to the operation of the U. S. Emergency Court of Appeals, criminal proceedings, the evasion of regulations by changes in business methods, conflicts between price regulations and State "fair trade" laws, licensing powers of the OPA, judicial practices, and other problems; (6) miscellaneous memoranda, chronologically arranged; (7) unarranged memoranda of Walter J. Derenberg, Chief of the Research and Opinion Branch, Office of the General Counsel; and (8) unarranged memoranda and briefs relating to subsidies.

INDEX TO "MEMORANDA OF LAW." 1941-46. 2 ft.

Comprises 3" x 5" cards giving references to the topics covered by the memoranda described in group 3, entry 87. Many of the cards also give the name of the author and the date of the memorandum. 88

RECORDS CONCERNING RELATIONS WITH THE DEPARTMENT OF JUSTICE. 1944-46. 5 in.

Chiefly reports, memoranda, letters, and teletypes relating to such matters as the power of OPA agents to make arrests, criminal contempt proceedings against violators of OPA regulations, the use of the technical staff of the Federal Bureau of Investigation for checking the handwriting on OPA ration documents, referrals of cases to U. S. district attorneys, the use of the Criminal Code to prosecute black-market operators, the attitude of the courts to OPA cases, the refusal or reluctance of U. S. district attorneys to prosecute certain OPA cases, and the conduct of criminal cases by these attorneys. Included are a "Digest of Reports Relating to the Cooperation of United States Attorneys with the Regional Enforcement Officers of the Office of Price Administration" (n.d., 24 p.), copies of legal papers relating to several OPA criminal cases, and tabulations of data (education, recidivism, type of violations, and the like) about persons sentenced to more than a year of imprisonment for OPA violations. Arranged by subject. 89

CASE FILES. 1943-46. 2 ft.

Consist of various types of legal documents prepared for court use, investigative reports and exhibits, and interoffice memoranda relating to injunction and treble-damage cases or to cases instituted in district courts by firms questioning OPA authority or the applicability of regulations and enforcement measures. Arranged alphabetically by name of firm, with the exception of lumber cases which are at the end of the series. 90

CORRESPONDENCE RELATING TO CASES IN LITIGATION. Mar. 1943-May 1947. 3 ft.

Chiefly copies of letters, memoranda, and teletypes sent to other units of the OPA, field offices, Members of Congress, the Department of Justice, the General Accounting Office, and U. S. district courts relating mainly to the prosecution of cases in litigation but also dealing with administrative and procedural matters. Some incoming corre- 91

spondence is interfiled in the series. Arranged chronologically. A report on exceptions to price regulations granted by the OPA during the period April 1941-March 1942 is at the beginning of the series.

REGIONAL CORRESPONDENCE. 1942-47. 3 ft.

Incoming and outgoing memoranda and teletypes relating to the application of the Department's policy and procedures in litigation activities. Arranged by region number, thereunder chronologically. 92

QUARTERLY REPORTS ON PENDING CRIMINAL CASES. Sept. 1945-Mar. 1947.

10 in. 93

The reports, prepared by district enforcement attorneys, list in tabular form the name of the defendant, the date referred to the U. S. attorney, the commodity involved in the violation, and a reference to the last action taken on the case. Arranged chronologically by quarter and thereunder by region number. Related memoranda and tabular summaries are at the beginning of the series.

DOCKET FOR CLOSED APPELLATE CASES. 1943-47. 4 in. 94

Consists of letter-size sheets, each of which relates to a case brought before a Circuit Court of Appeals by the OPA or its adversary to contest a decision by a U. S. district court. Each sheet contains the title of the case, the name of the district court, and dated entries summarizing important actions on the case, beginning with the district court's decision. Arranged alphabetically by name of the OPA's adversary.

DOCKET FOR APPELLATE CASES TRANSFERRED TO THE DEPARTMENT OF JUSTICE.

1946-47. 1 in. 95

This docket is similar in content and arrangement to the one described in entry 94. These cases were transferred on June 1, 1947.

RECORDS RELATING TO CRIMINAL PROSECUTIONS. 1945-46. 5 in. 96

These records document the history of an OPA program initiated in the spring of 1945 to strengthen enforcement measures by increasing the number of criminal proceedings against violators of OPA regulations. Included are memoranda received from district enforcement attorneys showing their reaction to the program and containing comments about its progress, intraoffice memoranda relating to the development of a form for referring cases to the Department of Justice, reports on the adequacy of sentences in OPA criminal cases, histories of various cases, and tabulations of imprisonments imposed by the courts. Arranged by subjects.

BRIEFS. 1944-46. 10 ft. 97

Printed or typed briefs submitted by appellants and/or appellees to the U. S. Court of Appeals or the U. S. Emergency Court of Appeals. In two groups, each arranged alphabetically by name of appellant or appellee. Copies of court decisions for some of the cases are interfiled in the series.

Records of the Division of Special Investigations

The organization of this Division consisted of a Director, Robert M. Ehrlich, and a directing staff, a technical staff, and an operating staff of Special Agents, assigned at national, regional, and district levels. The Division maintained liaison with the Department of Justice, the OPA Internal Intelligence Division, and the OPA Verification Centers set up to protect ration currency from theft and counterfeiting. The function of these Centers, established by the Rationing Department in the summer of 1944, was to audit and examine depositors' accounts in ration banks and to refer cases of counterfeit or stolen currency to the Special Agents. The Agents also took charge of establishing and maintaining currency security safeguards at manufacturing plants and at distribution and mailing centers.

The Division of Special Investigations, created in March 1946, was responsible for the investigation of significant and willful violations of price regulations for the purpose of criminal prosecution and for dealing with illegal traffic in ration currency, including counterfeiting, theft of currency in large volume, and organized distribution of counterfeit and stolen currency.

Records of the Division's predecessor, the Currency Protection Branch, and of its successor, the Special Investigations Branch of the Department of Agriculture, were incorporated with the Division's records and are described in entries 98 through 112.

GENERAL RECORDS. 1943-47. 1 ft.

Included are memoranda and issuances relating to the organization, policies, functions, and termination of the Division and of its predecessor, the Currency Protection Branch; justifications for the regional quarterly budget estimates; interoffice memoranda concerning methods of safeguarding ration currency, proposals for producing ration tokens, communication intercepts of the Office of Censorship about ration currency, internal investigations, the payment of informants, and training conferences; correspondence with the OPA Internal Intelligence Division and with the Departments of Justice and the Treasury relating to the detection of counterfeiting and the illegal use of ration currency; agenda for staff conferences; a few narrative operating reports of the Division; a reading file; lumber investigation reports; and newspaper clippings relating to arrests for counterfeiting. In two parts: records of the Branch (1943-46), and records of the Branch and the Division (1944-47). 98

RECORDS RELATING TO SAFEGUARDING PROCEDURES. 1944-47. 3 in.

Chiefly memoranda and issuances sent to Special Agents or exchanged within the national office relating to many phases of the program to safeguard currency, particularly to procedures for printing and banking currency, for detecting counterfeit currency, for adopting security 99

measures by distribution, for operating verification and mailing centers, and for identifying stolen and counterfeit currency. Included are currency audit reports of banks and centers. Arranged by subject.

"COUNTERFEITING LETTERS." Jan.-June 1944. 1 in. 100

Issuances, sent to Counterfeit Specialists, containing procedural instructions and data on counterfeiting. These investigators operated in regional and district offices under the direction of the Executive Officer from December 1943 until the establishment of the Currency Protection Branch in July 1944, when they were designated Special Agents. Arranged by number (1-12).

RECORDS RELATING TO VERIFICATION CENTER OPERATIONS. 1944-46. 2 in. 101

Interoffice memoranda and issuances containing procedural instructions for the operation of verification centers. (See Preliminary Inventory No. 102, Records of the Rationing Department of the Office of Price Administration, p. 77.) Included are a few monthly statistical reports relating to counterfeit coupons. Unarranged.

CORRESPONDENCE WITH SPECIAL AGENTS AND MEMBERS OF CONGRESS. 1944-47. 102

5 in.

Consists of (1) outgoing memoranda sent chiefly by the Division but also sent by the Currency Protection Branch and the Division's successor, the Special Investigations Branch of the Department of Agriculture, relating to liaison with the OPA Internal Intelligence Division and with the Department of the Treasury, operating procedures, investigations, participation in the Office of the Housing Expediter's Veterans' Housing Sales Control Program, and the liquidation of the Division; (2) incoming memoranda containing narrative accounts of specific investigations and of ration currency thefts; and (3) copies of letters sent to Members of Congress in reply to inquiries concerning investigations. Arranged by type of material in the order mentioned.

REPORTS OF INVESTIGATIVE ACTIVITIES. 1945-47. 10 in. 103

Weekly memoranda submitted by the Special Agents about the progress of regional operations. Arranged by region number.

WEEKLY REPORTS OF COUNTERFEIT SPECIALISTS. Jan.-Aug. 1944. 1 ft. 104

Narrative reports by regional and district Counterfeit Specialists showing the progress of investigations of counterfeit ration currency. Arranged by region number and thereunder by name of field office.

SECURITY INSPECTION REPORTS. 1944-45. 2 ft. 105

Consist of completed forms or memoranda prepared in connection with surveys undertaken to determine the application and maintenance of security measures in printing and distributing ration currency. The records are grouped as follows: (1) U. S. Secret Service reports to the Department of the Treasury covering banks, mailing and distribution cen-

ters, and printing establishments (May-July 1943); (2) statistical reports on local board inspections; (3) narrative reports on mailing-center operations; (4) interoffice memoranda, copies of printing contracts, and daily and periodic reports of agents assigned to duty at individual printing plants; and (5) forms, completed by inspectors, showing the status of security in regional distribution and verification centers and in many district office local boards. Arranged as described, thereunder by name of regional office or printing company.

STATISTICAL TABULATIONS AND REPORTS. 1944-45. 5 in.

Contain data on ration currency thefts and losses, receipts of genuine and counterfeit ration currency by the national and field offices, and the volume of counterfeit currency discovered at verification centers. Arranged by subject. 106

STATISTICAL REPORTS OF VERIFICATION CENTERS. Sept. 1944-Sept. 1945. 1 ft.

Semimonthly tables showing, by region, data on stolen, counterfeit, and unendorsed currency. At the end of the series are some national office summaries, including reports on criminal sentences, as well as descriptions of counterfeit currency. Arranged chronologically, thereunder by region number. 107

REPORTS OF RATION CURRENCY THEFTS. 1943. 5 in.

A sample of regional memoranda containing information on thefts from local boards. Included are detailed accounts of stolen and counterfeit currency investigations conducted by Special Agents (1945-46). Arranged in part by name of city; in part, unarranged. 108

"REPORTS OF RATION CURRENCY THEFTS." 1943-44. 5 in.

A sample of stereotyped reports containing data about individual thefts. Arranged by report number. 109

CASE REPORTS. Feb.-Aug. 1944. 1 in.

This series is apparently a random sample of reports dealing with investigations of illegal production or use of ration currency. Arranged by region number. 110

"REPORTS OF NEW COUNTERFEIT RATION DOCUMENT." 1944-45. 2 in.

These form reports (OPA Form 291-18) contain the names of the rationed commodities, places where and dates when the counterfeits were discovered, names of peddlers and suspected producers, and reproductions of the genuine and counterfeit ration document. Arranged by code number: (CGA 1-22, CGB 1-54, CGC 1-81, CGI 1-15, CGT 4-24, and CGR 1-2 (relating to gasoline); CFM 1-14 (relating to fats and meats); CAS 1-23 (relating to shoes); and CFS 40-46 (relating to sugar). 111

SPECIFICATIONS OF RATION DOCUMENTS. 1944-45. 1 in. 112

These are stereotyped reports containing the names of manufacturers and descriptions of ration documents (currency and certificates). Arranged by form number of the document (R2 to R1708A).

Records of the Review and Disposition Division

This Division, which began operations on December 1, 1946, under Sidney S. Feinberg, was established to dispose of 20,000 cases pending on the date of decontrol, November 9, 1946. To accomplish this, units were set up in the regional offices and in the newly created regional branch offices. The Division operated until the Department was abolished in June 1947.

GENERAL RECORDS. Oct. 1946-Feb. 1947. 5 in. 113

Include divisional directives (Nos. 1-12) dealing with decontrol and liquidation; drafts of sections of the OPA Manual relating to review and disposition procedure; a few appraisal reports on field office operations; a memorandum on a conference concerned with the disposition of a treble-damage case involving the Sinclair Refining Co.; regional inventory lists of pending cases; and the Director's reading file containing replies to meatpacking firms and letters to the Reconstruction Finance Corporation (RFC) about withholding subsidies from them. Arranged by type of material.

REGIONAL CORRESPONDENCE. Jan.-May 1947. 2 in. 114

Mainly copies of outgoing memoranda, together with some incoming memoranda, pertaining to the interpretation of regulations or to the disposition of pending cases, including their transfer to the Department of Justice. Some interoffice correspondence concerned with OPA-RFC cooperation with regard to law suits initiated by meat slaughterers to obtain subsidy payments is at the end of the series. Arranged by region number.

CORRESPONDENCE WITH GOVERNMENT AGENCIES. 1946-47. 3 in. 115

Letters received and copies of letters sent by the Administrator, the Deputy Administrator for Enforcement, and the Litigation Division, chiefly to the Departments of Justice and the Treasury and to the Reconstruction Finance Corporation but also to other Government agencies and private railroad companies. The records are concerned with proposed congressional action affecting OPA litigation policy, RFC subsidy withholdings, uncollectible judgments, and the exchange of information on investigative activities. Arranged alphabetically by name of agency.

MISCELLANEOUS RECORDS. Dec. 1946-Apr. 1947. 5 in. 116

Consist of narrative analyses of regional office operations, with particular attention to rent and sugar programs; reading files relating to cases, field office visitations, and liquidation procedure; lists of treble-damage cases pending as of March 31, 1947; and memoranda and instructions for docketing cases (1942-45). Arranged by type of material.

RECORDS RELATING TO THE PURCHASE OF EVIDENCE. 1945-47. 5 in. 117
Completed forms, lists, and memoranda relating to the allocation of funds for the purchase of commodities and ration coupons in the black market. Arranged by region number.

RECORDS OF OPERATING DIVISIONS

The order that created the Enforcement Department placed the responsibility for operations in four commodity divisions--reduced to three in November 1945. After the termination of the commodity divisions in November 1946, operations were carried on by the Program Division (December 1946) and its successors, the Sugar Enforcement Division (January-March 1947) and the Rent Enforcement Division (January-April 1947).

The function of each commodity division was the enforcement of those regulations assigned to its jurisdiction. To accomplish this, the division director was given the responsibility for the planning of effective enforcement programs, the supervision of the execution of these programs by the field offices, the preparation of field instructions, and the review of operations and of policy and procedural recommendations made by the branches. The commodity branches were delegated the authority to (1) collaborate with the attorneys and officials of the Price, Rationing, and Rent Departments in the formulation of regulations, (2) develop an enforcement program for each regulation or group of related regulations, (3) install the programs in the field offices, (4) issue technical instructions, (5) review field operations, and (6) coordinate activities among the field offices and between the field and national offices.

Because of the various organizational changes that occurred in the operating divisions, the organizational framework within which these records are described is an "ideal" one, similar to the original organization of the Department. The records of any one division may include those of its predecessor or of its successor.

Records of the Apparel and Industrial Materials Enforcement Division

This Division, which was successively administered by Directors Milton Klein, Joseph Forer, and Sidney S. Feinberg, comprised an Apparel Enforcement Branch, an Industrial Manufacturing Enforcement Branch, an Industrial Materials Enforcement Branch, and a Textiles and Leather Goods Enforcement Branch. It was abolished in November 1946.

GENERAL RECORDS. 1944-46. 10 in. 118

Reports dealing with staff conferences and meetings; manuals, issuances, and correspondence showing the development of divisional policies; studies of enforcement techniques; memoranda relating to the activities of coordinating committees, pricing problems in barter arrangements, and the enforcement of formula pricing provisions of regulations; questionnaires completed by district offices showing the status of the Division's

programs during the period August 1943-June 1944; and a transcript of a hearing on charges against certain OPA personnel by a paper company. Arranged by subject.

OUTGOING MEMORANDA. 1945-46. 2 ft.

119

Copies of intraoffice and interoffice memoranda, together with some telecommunications, showing the development of divisional policies and programs. Arranged chronologically.

REGIONAL CORRESPONDENCE. 1942-46. 4 ft.

120

Memoranda received and copies of memoranda sent pertaining to compliance and enforcement procedures and operations, with particular attention to specific investigative activities and enforcement problems. Some intraoffice and related interdivisional memoranda are at the end of the series. Arranged by region number, thereunder chronologically.

CASE FILES. 1944-46. 2 ft.

121

Nashville district office files relating to permanent injunction and treble-damage cases resulting from price violations on lumber and consumer goods. A typical file contains some or all of the following: memoranda, the investigator's report, company sales records, sworn statements of the plaintiff, and copies of subpoenas, license warning notices, briefs, and court orders. Arranged alphabetically by name of case.

RECORDS RELATING TO LUMBER INSPECTIONS. 1943-45. 11 ft.

122

Relate to inspections of lumber shipments and mills, which were handled chiefly by the Southern Pine Inspection Bureau (SPIB) in accordance with an OPA contract for investigative services. The records are arranged in 8 parts: (1) an alphabetical file of SPIB form reports of company inspections; (2) OPA-SPIB correspondence relating to inspection agreements and SPIB annual reports or statements, including one to a Congressional Committee on Small Business; (3) statistical data, compiled from questionnaires completed by plants, on the production of southern pine lumber in 1941; (4) a small file of regional correspondence about surveys; (5) procedural manuals for investigations of evasions of Maximum Price Regulations 19, 97, 186, and 195, together with forms and company invoices; (6) folders pertaining to transactions made at War Department lumber auction sales; (7) some case files covering investigations; and (8) a manual interpreting Maximum Price Regulation 19.

Records of the Apparel Enforcement Branch

RECORDS RELATING TO REGULATIONS. 1943-46. 5 ft.

123

Reports, issuances, memoranda, other types of correspondence, and work papers showing the development and administration of the enforcement provisions of price and rationing regulations pertaining to apparel. Arranged by title of regulation (General Maximum Price Regulation; Maximum Price Regulations 95, 127, 157, 172, 177, 178, 208, 210, 220, 227, 287,

304, 330, 332, 339, 506, 547, 570, 572, 578, 580, 602, 605, and 607; Ration Order 17; and Supplementary Orders 108, 120, and 139).

OUTGOING MEMORANDA. Feb.-Dec. 1946. 4 in.

Chiefly interoffice and intraoffice memoranda, but including some other forms of correspondence, showing the development of the policies and programs of the Branch. Arranged chronologically. 124

MISCELLANEOUS RECORDS. 1945-46. 2 in.

Correspondence with field offices containing interpretations of regulations, minutes of meetings of the Consumer Soft Goods Coordinating Committee, analyses of the monthly reports of field offices, and memoranda dealing with wage rates in the apparel industry. Arranged by subject. 125

RECORDS RELATING TO FIELD ENFORCEMENT UNITS CONCERNED WITH APPAREL. 1944-46. 4 in.

Chiefly memoranda and reports relating to the organization and operation of the units. Arranged by region number. Memoranda dealing with cases referred to field offices are at the end of the series. 126

RECORDS RELATING TO "SELECTED CASES." 1943-45. 5 in.

Chiefly correspondence with field offices, but including some briefs, depositions, and other case materials, dealing with the conduct of investigations involving about 35 firms. One part of the series is arranged by name of firm; the other, chronologically. 127

Records of the Industrial Manufacturing Enforcement Branch

RECORDS RELATING TO REGULATIONS. 1942-44. 3 in.

This series is similar to that described in entry 123. Arranged by major commodity group (machinery, industrial chemicals, and paper and paper products) and thereunder by title of regulation or name of commodity. 128

RECORDS RELATING TO "SIGNIFICANT CASES." 1942-44. 3 in.

Correspondence, work papers, and exhibits relating to 13 cases. Arranged by name of company. 129

MISCELLANEOUS CORRESPONDENCE. 1942-44. 2 in.

Letters and memoranda relating to cases under investigation and to the administration of price control for goods sold by the Defense Plant Corporation and State agencies, or at public auction. Arranged alphabetically by subject. 130

Records of the Industrial Materials Enforcement Branch

RECORDS RELATING TO REGULATIONS. 1942-46. 1 ft.

This series is similar to that described in entry 123. Arranged by commodity group (iron and steel, nonferrous metals, lumber, and building 131

materials) and thereunder by subject. Several memoranda relating to the Maximum Export Price Regulation are at the beginning of the series.

OUTGOING MEMORANDA. 1943-46. 2 ft. 132

This series is similar in content and arrangement to that described in entry 124.

Records of the Textiles and Leather Goods Enforcement Branch

RECORDS RELATING TO REGULATIONS. 1942-46. 4 ft. 133

This series, which relates chiefly to records for the years 1942-44, is similar to that described in entry 123. Arranged by title of regulation (General Maximum Price Regulation; Maximum Price Regulations 11, 18, 23, 35, 39, 55, 58, 89, 106, 118, 123, 141, 145, 151, 157, 163, 165, 167, 168, 178, 188, 229, 325, 340, 357, 358, 360, 420, 468, 478, 504, 508, 541, 553, and 580; Revised Price Schedules 7, 9, 14, 59, and 61; and Supplementary Orders 84, 86, 110, 113, 126, and 131). The records relating to Revised Price Schedule 9 include files pertaining to "selected cases" (see entry 127).

OUTGOING MEMORANDA. Aug. 1945-July 1946. 5 in. 134

This series is similar in content and arrangement to that described in entry 124.

Records of the Food Enforcement Division

This Division comprised the Agricultural Commodities Enforcement Branch, the Groceries Enforcement Branch, the Meat Enforcement Branch, and the Retail Food Enforcement Branch. With the termination of the Division in November 1946, the Groceries Enforcement Branch was transferred to the Sugar Enforcement Branch of the Program Division. The Food Enforcement Division was successively administered by Harry W. Jones, Alex Elson, Robert C. Finley, and Richard A. Frank. The records described below include those of the Division's successors, the Sugar Enforcement Branch (December 1946) and the Sugar Enforcement Division of the OPA (January-March 1947), which operated under the Sugar Rationing Administration of the Department of Agriculture from April to July 1947.

GENERAL RECORDS. 1943-46. 7 in. 135

Chiefly reports and memoranda relating to budgetary matters, types of sanctions the OPA could use against violators of food regulations, voluntary contributions to the United States Treasury in restitution for inadvertent violations of food regulations, meetings held with food dealers to obtain compliance, the operations of Trade Cooperating Committees and Food Compliance Committees, the regulation of markups in the wholesale and retail trades, mail-order purchases of rationed foods, activities of field offices, and cooperation between the OPA and other agencies in food enforcement matters. Arranged by subject.

GENERAL RECORDS OF THE SUGAR ENFORCEMENT DIVISION. Dec. 1946-July 1947. 8 in.

This series is in two parts: (1) records of the Division from its establishment to its transfer to the Department of Agriculture in March 1947, and (2) records maintained by Robert Ehrlich, Director of the Division (March-July 1947). Some of the material relates to the early period of OPA operations and was apparently incorporated for reference purposes. The records consist of a copy of the Sugar Control Extension Act of March 31, 1947; OPA and Enforcement Department directives; organizational instructions; manpower allocation charts; interpretations and revisions of ration orders and regulations; correspondence exchanged with the Departments of Agriculture and the Treasury, Members of Congress, and regional officials; interoffice and intradepartmental memoranda; minutes of coordinating committees; narrative and statistical reports; and newspaper clippings. They deal with policies and procedures, the jurisdiction of the Division and of hearing commissioners, successive reorganizations and liquidations, cooperation with the Sugar Rationing Division of the OPA Price Department and with the Alcohol Tax Unit of the Department of the Treasury, cases referred by the Alcohol Tax Unit, ration banking programs (1942-45), debiting programs, counterfeit activities, investigative and litigation operations, and training programs. Arranged as described, thereunder alphabetically by subject. 136

RECORDS RELATING TO COMMODITY PROGRAMS AND CONFERENCES. 1942-46. 5 in.

Correspondence with the Departments of Justice and the Treasury, Members of Congress, and with alcohol, poultry, and fruit and vegetable companies; regional and national office memoranda; minutes of national food conferences; investigative reports; and civil litigation documents. The records relate to the determination of price schedules and the settlement of treble-damage litigation suits for bulk whisky warehouse sales; surplus food marketing problems of the United Fruit and Vegetable Association, arising from OPA regulations on tie-in sales; poultry, feed, and distilling company investigations and surveys; and the establishment of trade cooperating committees. Arranged by subject. 137

REGIONAL CORRESPONDENCE. 1942-46. 5 ft.

This series is similar to that described in entry 120. Arranged by region number, thereunder chronologically. 138

READING FILE. 1944-46. 8 in.

Consists of copies of memoranda, letters, and telecommunications sent to other national office units of the OPA, field offices, Congress, or agencies dealing with matters of interest to the Division. Arranged chronologically. 139

READING FILES. June 1946-July 1947. 7 in.

Consist of outgoing memoranda, letters, and teletypes, including some 140

incoming letters and Department of Agriculture directives, maintained by chiefs and directors who successively administered the Grocery Enforcement Branch of the Food Enforcement Division, the Sugar Enforcement Branch of the Program Division, and the Sugar Enforcement Division. The correspondence, sent to the Department of Agriculture, Members of Congress, regional executives, and Special Agents, relates to reorganizations, the Department's enforcement policy, procedures, investigative activities, and litigation cases. Arranged chronologically.

MEMORANDA SENT TO REGIONAL OFFICES. Jan.-Apr. 1947. 3 in. 141
Relate to enforcement operations. Arranged by region number.

GENERAL OUTGOING MEMORANDA. Mar.-June 1947. 5 in. 142
This series is similar to that described in entry 140, but it also includes some weekly activity letters of district offices. Arranged by title of official or name of office.

RECORDS RELATING TO FIELD OFFICES. 1944-46. 3 in. 143
Chiefly reports and memoranda relating to conferences of field personnel concerned with the enforcement of food regulations, administrative and operating problems, and the inspection of field offices. Arranged by region number. Several general reports on the efficiency of field operations are at the beginning of the series.

WEEKLY ACTIVITY REPORTS. Jan.-June 1947. 10 in. 144
Consist of memoranda, prepared by sugar units of regional offices and regional branch offices, containing information about investigative and enforcement activities. Included in the regional records are some office visitation reports as well as case status reports submitted to the Department of Agriculture. Arranged by name of office.

SUGAR CASE FILES. 1945-47. 5 in. 145
Consist of correspondence exchanged with the Department of the Treasury and private law firms, interoffice memoranda, investigative reports by the OPA and other Government agencies, and copies of company sales records, court injunctions, and statements made by the persons involved--all relating to sugar rationing violations. Included is a pamphlet on the Louisiana Sugar Industry and, at the end of the series, memoranda on alleged violations. Arranged by name of company.

RECORDS RELATING TO SUGAR, RICE, AND SYRUP PROGRAMS. 1944-47. 5 in. 146

This series was maintained by Louise H. Hunt, who served successively as Chief of the Groceries Branch of the Food Enforcement Division, Chief of the Sugar Branch of the Program Division, and Assistant Director of the Sugar Enforcement Division. The records consist of interpretations of rationing regulations (1943-44); correspondence with Members of Congress, Government agencies, private firms, and industry advisory committees; interoffice memoranda; divisional, regional, and investigators' re-

ports; copies of suspension orders; a copy of a sugar enforcement manual; drafts of OPA Manual revisions on sugar ration banking; and lists of firms involved in investigations. The records relate to the interpretation and modification of regulations, problems involving the import and export of commodities from the West Indies and Hawaii, and investigative activities, particularly in the southern States and New York. Arranged by name of commodity, region number, or type of material.

ISSUANCES RELATING TO SUGAR RATIONING. June 1945-July 1947. 5 in. 147

Copies of the Department of Agriculture's price regulations, ration orders, and press releases; biweekly memoranda of the OPA Rationing and Enforcement Departments covering sugar activities; processed biweekly letters of the Department of Agriculture's Sugar Rationing Administration, containing interpretations of regulations and orders, narrative explanations of price and rationing policies and of statistical data on sugar; and OPA completed forms relating to requests of various branches for revisions of regulations, orders, and forms. Arranged by subject.

STATISTICAL TABLES ON SUGAR ACTIVITIES. 1945-47. 3 in. 148

In two parts: (1) tabulations submitted by regional offices showing case activity and backlogs (April-May 1947); and (2) printed summary tables showing, by commodity, sanction activities (1945-47). Related instructions prepared by the Department of Agriculture are at the beginning of the series. Arranged as described.

RECORDS RELATING TO RATION BANKING. 1943-45. 5 in. 149

Chiefly memoranda and issuances relating to the operation of the ration banking system, with particular emphasis on the investigation of counterfeit currency and overdrafts of ration currency by industrial and institutional users of rationed foods. Included are tabulations of counterfeit currency discovered at verification centers. (For descriptions of the ration banking system and verification centers, see Preliminary Inventory No. 102, Records of the Rationing Department of the Office of Price Administration, p. 17.) Arranged by subject.

Records of the Agricultural Commodities Enforcement Branch

RECORDS RELATING TO COMMODITY PROGRAMS. 1943-46. 1 ft. 150

Memoranda, letters, reports, and telecommunications showing the development of policies and procedures for the enforcement of regulations pertaining to such commodities as liquor, grains, agricultural chemicals, tobacco, and soft drinks. Arranged by name of commodity.

MONTHLY REPORTS BY FIELD OFFICES. 1944-45. 1 in. 151

Contain data about the programs under the jurisdiction of the Branch. Arranged chronologically.

READING FILE. Sept. 1944-Mar. 1945. 2 in. 152

Consists of copies of memoranda, letters, and telecommunications sent

to other units of the OPA, field offices, other agencies, and Members of Congress dealing with matters of interest to the Branch. Arranged chronologically.

Records of the Groceries Enforcement Branch

RECORDS RELATING TO PRICE REGULATIONS. 1943-46. 2 ft. 153

Chiefly manuals and other instructional issuances, memoranda, reports, internal and external correspondence, and work papers relating to the enforcement of regulations for most of the commodities and services under the jurisdiction of the Branch. Arranged by title of regulation or name of commodity.

MISCELLANEOUS RECORDS. 1942-45. 4 in. 154

Correspondence and reports relating to the enforcement of rationing regulations, the markup provisions of food regulations for wholesale and retail sales, negotiations with the Coca-Cola Co. with regard to bottlers' use of sugar, and cooperation with food dealers on compliance problems. Arranged by subject.

Records of the Meat Enforcement Branch

GENERAL RECORDS. 1942-46. 10 in. 155

Manuals for enforcing meat regulations; memoranda and letters relating to compliance drives, the subsidy program, cooperation between the OPA and the Department of Agriculture on matters pertaining to the meat industry, and the operation of the food locker industry; reports containing data on the activity of field offices in enforcing meat regulations, on black market operations in the United States and England, and on the meat shortage; and telecommunications received from or sent to field offices relating to policy matters. Arranged by type of material or by subject.

READING FILE. June 1945-Oct. 1, 1946. 8 in. 156

This series is similar in content and arrangement to entry 152, but it also includes copies of letters sent to the Defense Supplies Corporation relating to the meat subsidy program. Arranged chronologically.

Records of the Retail Food Enforcement Branch

GENERAL RECORDS. 1945-46. 5 in. 157

Agenda for staff meetings and conferences, minutes of meetings of the Meat Coordinating Subcommittee and of the Food and Restaurant Subcommittee, interpretations of regulations, statements made before congressional committees, reports on manpower allocation to field units handling retail food enforcement matters, and transcripts of conversations between national and field personnel. Arranged by subject or type of material.

RECORDS RELATING TO GENERAL ENFORCEMENT PROGRAMS. 1943-45. 1 ft. 158

Minutes of staff meetings; studies of the enforcement programs for

wholesalers and retailers of food; forms used by field personnel in connection with investigations; and memoranda, correspondence, and reports relating to enforcement surveys and drives, including a survey of prices in coal company stores and a drive by a large staff of national and field personnel to ferret out violators of price regulations for retail food. Arranged by subject or type of material.

RECORDS RELATING TO THE MEAT PROGRAM. 1943-46. 5 in. 159

Reports, correspondence, issuances, and other materials relating to the enforcement of rationing and price regulations for meat. Included are a study of the retail meat enforcement program (10 p.), procedural memoranda, decisions and orders of the OPA Hearing Administrator relating to cases involving alleged rationing violations, and reports on the use of the subpena as a device for discouraging violations. Arranged by subject.

CORRESPONDENCE RELATING TO RESTAURANT PRICES. 1943-46. 10 in. 160

Chiefly correspondence with field offices, purveyors of food on railroad facilities, restaurants, and private individuals relating to complaints against the prices of meals. Included are minutes of compliance committees, reports and exhibits relating to enforcement actions against several restaurants, and instructional materials. Arranged by subject.

RECORDS RELATING TO RATION ORDER 5. 1943-45. 5 in. 161

This order pertains to the rationing of food used by institutions (chiefly restaurants). The records include drafts of the order and a manual, memoranda, letters, and forms relating to its enforcement. Arranged by type of record.

REGIONAL REPORTS. 1944-46. 5 in. 162

Summarize the activities of field offices in enforcing the regulation of retail food prices. Related correspondence is included with the reports. Arranged by region number.

RECORDS RELATING TO PRICE PANELS. 1943-46. 5 in. 163

Reports, issuances, memoranda, and other materials showing the activities of price panels of War Price and Rationing Boards in administering and enforcing regulations affecting retailers. Most of the records are arranged chronologically.

Records of the Rent and Services Enforcement Division

The Division, composed of a Rent Enforcement Branch and a Services Enforcement Branch, operated under the successive direction of Leigh Athearn, Brainerd Currie, and John Gorfinkle. Some of the Division's records were incorporated with those of its successor, the Rent and Durable Goods Enforcement Division, established on November 1, 1945.

BUDGETARY MATERIALS. 1943-45. 2 in. 164

Chiefly memoranda and reports relating to the allocation of funds and personnel. Arranged chronologically.

GENERAL POLICY RECORDS. 1943-45. 2 in. 165

Chiefly instructional materials and memoranda, letters, and reports relating to organizational matters, hotel regulations, illegal increases in rent after petitions for increases, standards for criminal actions, the handling of certain significant cases, and the payment of security deposits by tenants. Arranged by subject.

POLICY MEMORANDA. 1944-46. 2 in. 166

Mimeographed memoranda relating to operating procedures, the status of rent control during a temporary suspension of controls, refunds to tenants in treble-damage actions, retroactive rent reduction orders, the effect of the Soldiers' and Sailors' Civil Relief Act of 1942 on treble-damage actions, the continuation of proceedings against deceased landlords, and security deposits. Arranged according to a numeric classification system. A guide to the system is at the beginning of the series.

RECORDS RELATING TO INTERNAL AND EXTERNAL RELATIONS. 1944-45. 5 in. 167

Show the relations between the Enforcement Department and the Rent and the Information Departments, field offices, other agencies, Congress, and the public on matters pertaining to rent control. They include minutes of interdepartmental committees, regional conferences, and the National Industry Advisory Committee on Rent; memoranda and reports dealing with enforcement policies, the division of authority between the Enforcement and the Rent Departments, and the preparation of press releases, radio scripts, and correspondence relating to radio talks; a list of precedent cases; and press clippings. Arranged by subject or type of material.

REGIONAL CORRESPONDENCE. 1942-45. 3 ft. 168

Deals mainly with the administration and operation of investigative programs and surveys, but it also relates to litigation proceedings. Included at the end of the series are some related interoffice memoranda. Arranged by region number, thereunder chronologically.

Records of the Rent Enforcement Branch

OPINIONS AND INTERPRETATIONS. 1943-45. 5 in. 169

Chiefly memoranda but including some letters and legal papers containing opinions relating to such legal problems as the interpretation of the rent-control provisions of the Emergency Price Control Act, the right of rent control violators to adjustments in their rents, the liability of public housing authorities to rent control, the applicability of the Federal Reports Act of 1942 to enforcement forms, the payment of fees to

State courts, and the legality of security deposits in connection with the rental of war-housing units. Arranged by subject.

RECORDS RELATING TO RENT CONTROL. 1940-43. 5 in.

170

Mainly minutes of a conference held between Federal and local officials to draft rent-control legislation (January 1941); drafts of rent regulations; opinions dealing with them; procedural materials; and memoranda and reports relating to local rent-control ordinances, policies on evictions of tenants, and rent control in Great Britain. Included are minutes of meetings of a compliance committee comprising representatives of the Rent and the Enforcement Divisions. Arranged by subject.

PROCEDURAL MATERIALS. 1943-46. 5 in.

171

Manuals, procedural issuances, forms, model pleadings, check sheets for compliance investigations, and reports on the methods of enforcing rent control and compliance surveys. Arranged by type of material.

REPORTS. 1942-45. 5 in.

172

Relate chiefly to proposals for transferring the enforcement of rent control to the Rent Department, activities of the field units which handled rent-enforcement functions, and complaints by tenants. Arranged by region number or type of report.

Records of the Services Enforcement Branch

GENERAL RECORDS. 1943-45. 2 ft.

173

Agenda for conferences; minutes of the National Services Compliance Committees; interpretations of regulations; manuals; forms; instructional materials; and reports, studies, memoranda, and press clippings relating to policies and procedures for the regulation of prices for numerous services (trucking, funeral parlors, automotive repair, laundry and dry cleaning, auctioneering, and the like). Arranged alphabetically by subject.

POLICY MEMORANDA. 1946. 1 in.

174

These memoranda, which contain chiefly procedural information, are similar in form and arrangement to those described in entry 173.

Records of the Fuel and Consumer Goods Enforcement Division

The Division was at first tripartite in organization, consisting of a Heating Fuel Enforcement Branch, an Automotive Supply Enforcement Branch, and a Consumer Durable Goods Enforcement Branch. A minor reorganization occurred in February 1945, when the Director transferred the jurisdiction over the gasoline program from the Automotive Supply Enforcement Branch to the newly created Gasoline Enforcement Branch until it was abolished in August 1945 with the termination of gasoline rationing. Shad Polier served as Director until he was succeeded by William E. Remy in November 1944. Some of the Division's records are to be found among those of its

successor, the Rent and Durable Goods Enforcement Division, established on November 1, 1945.

RECORDS OF THE DIRECTOR. 1943-45. 5 in.

175

Organizational and manpower allotment charts; statistical tables and narrative justifications for the quarterly budget (1943-44); administrative orders and instructional memoranda for the establishment and operation of regional ration currency verification centers and the Currency Protection Branch; minutes and agenda of national conferences, attended by regional Fuel, Rent, and Consumer Goods Chiefs or Enforcement Attorneys, and of divisional staff meetings; correspondence with the Department of Justice about cooperation in litigation cases or in Canadian-border enforcement of gasoline rationing, and with the Office of Defense Transportation about enforcement problems; transcripts of speeches made by the Director to oil industry associations and oil industry advisory committees; and a copy of a select congressional committee report on the investigation of executive agencies, together with a processed reply of the OPA Administrator to committee charges that the OPA assumed legislative and judicial functions. Arranged by subject.

"BROADCAST MEMORANDA." 1943-46. 10 in.

176

Copies of memoranda and teletypes, prepared by the branches for transmission to all regional commodity chiefs, relating to investigative procedure and enforcement programs. Included are a few processed national office issuances. Arranged by name of issuing branch.

REGIONAL CORRESPONDENCE. 1942-46. 6 ft.

177

Memoranda received and copies of memoranda sent pertaining to compliance and enforcement procedures and operations, with particular attention to specific investigative activities and enforcement problems. Included at the end of the series are some memoranda exchanged by the branches. Arranged by region number, thereunder chronologically.

MEMORANDA SENT TO REGIONS. 1944-45. 1 ft.

178

Copies of memoranda sent by the various divisional offices to regional officials about rationing programs, specific evasion cases, enforcement problems, and procedures governing voluntary contributions or damage suits. Arranged chronologically.

Records of the Heating Fuel Enforcement Branch

RECORDS RELATING TO FUEL PROGRAMS. 1942-45. 10 in.

179

Relate to the application of and compliance with Maximum Price Regulations (MPR's) 88, 112, 120, 122, and 154, and with Ration Order 14, covering coal and petroleum. Included are agenda and minutes of national conferences called by the Division to discuss the application of regulations and investigative program procedures; correspondence with the Department of the Interior about an agreement whereby the OPA delegated to the Department a large part of the administration for MPR 120, covering bitu-

minous coal; interoffice memoranda, orders, manuals, and forms relating to rationing programs and price and rationing compliance surveys; and a comprehensive statistical report reflecting national petroleum production for 1943. Arranged by subject.

INSTRUCTIONAL ISSUANCES. 1942-45. 5 in. 180

These issuances were assembled to illustrate policies and procedures covering the enforcement of rationing and price regulations for all fuel products. They consist of policy statements concerning the settlement of the Administrator's claims against violators; processed memoranda containing interpretations of regulations; procedural instructions for compliance cases; operating and investigative manuals; model forms for injunction actions; and a list of refineries. Arranged by regulation number.

READING FILE. 1943-45. 1 ft. 181

Consists of copies of memoranda containing information for regional officials about the qualifications and petitions of firms for the adjustment of maximum prices on coal or fuel, or about specific investigations. Arranged chronologically.

Records of the Automotive Supply Enforcement Branch

GENERAL RECORDS. 1945-46. 5 in. 182

Minutes of meetings of national and regional Automotive Compliance Committees and local trade committees, held to discuss the effects of price regulations; a few national office issuances interpreting regulations; a national office statistical report showing regional progress in case dispositions; reports from regional offices on significant price evasions; transcripts of a training conference attended by regional personnel; bulletins of the National Automobile Dealers Association; and newspaper clippings. Arranged in part alphabetically by subject and in part unarranged.

INSTRUCTIONAL ISSUANCES. 1944-46. 5 in. 183

Relate to the interpretation and applicability of regulations, court decisions, functions of local boards, relations with trade cooperating committees, and investigative programs. Included is a list of automotive manufacturers in each region. Arranged by name of commodity.

NARRATIVE REPORTS OF DISTRICT OFFICE OPERATIONS. 1945-46. 5 in. 184

In two parts: (1) copies of appraisal reports, together with inventory lists prepared in connection with field office visitations (1946), containing information on the status of individual cases (1946); and (2) enforcement progress reports submitted by district offices (1945). Each part is arranged by name of regional office.

RECORDS RELATING TO SURVEYS AND INDUSTRY RELATIONS. 1944-46. 10 in. 185

National and regional office issuances, interoffice memoranda, and

narrative and statistical reports dealing with the interpretation of regulations, drives to enforce used-car regulations, and the evaluation of field office survey operations; and correspondence with, and minutes of meetings of, the National Automobile Dealers Association and compliance committees concerned with program operations. Arranged in part by region and in part by subject.

RECORDS RELATING TO PETROLEUM INDUSTRY RELATIONS. 1943-44. 4 in. 186
Reflect the activity of the OPA in dealings with the Petroleum Industry War Council and the Independent Petroleum Association, involving cooperation for rationing programs. The records include correspondence; interoffice memoranda; regional issuances; minutes of meetings of the Council, the Association, and advisory committees; copies of OPA and industry speeches; and press releases. Arranged by subject.

RECORDS RELATING TO TIRE PROGRAMS. 1945. 10 in. 187
Cover all phases of price and rationing enforcement operations, with particular emphasis on compliance surveys. The records include processed memoranda on surveys and ration currency verification procedures; agenda and minutes of Branch meetings and Rubber Compliance Committees; memoranda, narrative and statistical reports, and investigative exhibits received from regional offices containing information on survey findings; a summary report, including exhibits of interorganizational correspondence of major tire companies, of a survey undertaken at the request of the General Counsel to determine manufacturers' interpretations of regulations (1942); and regional narrative reports made to the General Counsel on the investigation and disposition of specific violations (1942). Arranged by subject.

READING FILE. 1943-45. 1 ft. 188
Chiefly copies of memoranda sent to regional offices, together with some replies to Members of Congress and to companies, pertaining to specific violations of price regulations and rationing orders for gasoline, used cars, trucks, and automotive parts. Arranged chronologically.

Records of the Gasoline Enforcement Branch

MEMORANDA RELATING TO GASOLINE ENFORCEMENT PROCEDURES. 1944-45. 2 in. 189
Mimeographed memoranda and some manuals containing instructions on all phases of gasoline enforcement, with particular attention to the ration-currency debiting and verification center programs, violations by distributors and dealers, and judicial and quasi-judicial proceedings. Arranged by subject.

RECORDS RELATING TO GASOLINE SURVEYS. 1943-44. 2 ft. 190
Correspondence, memoranda, processed issuances, narrative and statistical reports, forms, copies of press releases, and newspaper clippings covering all phases of rationing compliance programs. A small part of

the correspondence deals with New England's opposition to the rationing programs and to the Coast Guard's participation in investigative activities. Arranged by subject.

READING FILE. Feb.-Aug. 1945. 5 in.

Outgoing memoranda, sent to regional offices, relating to investigative activities and specific violations. Arranged chronologically. 191

Records of the Rent and Durable Goods Enforcement Division

William E. Remy served as Director of this Division, created in November 1945 to carry on enforcement programs for the commodities previously assigned to the jurisdiction of the terminated Rent and Services Enforcement Division and the Fuel and Consumer Goods Enforcement Division. The Division was composed of the Durable Goods Enforcement Branch; the Fuel, Services and Automotive Enforcement Branch; and the Rent Enforcement Branch (redesignated the Rent and Housing Enforcement Branch in October 1946). The records described below include some records of the Fuel and Consumer Goods Enforcement Division and a few records of the Rent Enforcement Division, which operated from January until April 1947. All other rent records created by the Rent Enforcement Branch and the Rent Enforcement Division were inherited by the Office of the Housing Expediter.

RECORDS OF THE DIRECTOR. Nov. 1944-Nov. 1946. 1 ft.

This series documents the administration of the Fuel and Consumer Goods Enforcement Division and its successor, the Rent and Durable Goods Enforcement Division, by William E. Remy. His files are in five parts: 192

(1) Minutes of staff meetings, correspondence, issuances, reports, tables, newspaper clippings, and reference materials pertaining to the interpretation and applicability of regulations, the adjustment and proposed revision of price schedules, budget allocations, the establishment of the Division of Special Investigations, consolidations of district offices, the automotive industry reaction to regulations, field area hearings of the Senate Small Business Committee interested in price regulations on used cars, and regional office operations. Arranged alphabetically by subject.

(2) Narrative appraisal reports summarizing regional office visitations (1946). Arranged by name of regional office.

(3) Organizational charts of many district offices showing the names of employees. Arranged alphabetically.

(4) Weekly news memoranda sent by the regional section chiefs to district offices giving information on regional activities and, incidentally, on policy or procedure (March-November 1946). Arranged alphabetically by name of regional office.

(5) Weekly narrative reports of district offices located in metropolitan areas, summarizing investigative and enforcement activities. Arranged alphabetically by name of district office.

"POLICY FILES." 1945-46. 5 in.

193

Consist of processed issuances of the OPA Administrator, the Deputy Administrator for Enforcement, and the Division Director dealing with policy and procedure for judicial and quasi-judicial enforcement; functions of the Division of Special Investigations, district offices, and compliance committees; and relations with other divisions. Arranged by subject.

READING FILE OF THE DIRECTOR. Apr. 1945-Nov. 1946. 5 in.

194

Consists of copies of interoffice memoranda and memoranda sent to the regional offices, including letters sent to firms or industry associations, relating to many of the Division's activities. Arranged into interoffice and regional memoranda.

REGIONAL CORRESPONDENCE. 1946. 1 ft.

195

Memoranda, teletypes, narrative reports, and processed regional issuances containing information on investigative activities and the enforcement programs for various regulations. At the end of the series are some related interoffice memoranda. Arranged by region number, thereunder chronologically.

OUTGOING MEMORANDA OF THE RENT ENFORCEMENT DIVISION. Jan.-Apr. 1947.
2 in.

196

Copies of memoranda, sent to regional offices chiefly by the Veterans Housing Sales Control Enforcement Branch and the Rent Enforcement Branch, relating to enforcement activities. Arranged by region number.

Records of the Durable Goods Enforcement Branch

GENERAL RECORDS. 1946. 10 in.

197

Manual issuances and forms for investigative procedure, together with a few analyses of price regulations (1944); minutes of divisional staff meetings; memoranda, with accompanying reports and work papers, and reports of field visits relating to a survey of retailers' and manufacturers' compliance with Maximum Price Regulation 580, covering furniture and bedding; incoming memoranda from regional offices about manufacturers' applications for approval of commodity prices; processed regional letters sent to district offices summarizing weekly activities; and a reading file (1944). Arranged by subject.

REFERENCE MATERIAL. 1945-46. 5 in.

198

Processed memoranda, manuals, and forms pertaining chiefly to operating and investigative procedures but dealing also with the analysis of price regulations as applied to specific commodities. Included are lists of wholesalers, manufacturers, and dealers. Arranged in part alphabetically (A-L) and in part numerically (I-VIII).

READING FILE. 1944-46. 1 ft.

199

Consists of copies of outgoing correspondence sent to regional offices, Members of Congress, and consumers relating to investigative and enforcement activities involving specific companies or individuals. Arranged chronologically, and thereunder divided into regional office, miscellaneous, and teletype correspondence.

Records of the Fuel, Services and Automotive Enforcement Branch

GENERAL RECORDS. 1945-46. 10 in.

200

Copies of correspondence between the Director and the Deputy Administrator concerning provisions of the Price Control Extension Act of 1946, and the assistance given by the Attorney General and the Departments of Agriculture and the Treasury in black-market investigations; minutes of the Director's staff meetings; a manual relating to the Division's functions and internal operations; a transcript of a conference of regional fuel, services, and automotive chiefs discussing the expansion of investigative and litigation activities; minutes of meetings of national and regional Petroleum Products and Automotive Supply Compliance Committees and subcommittees (January-June 1945); reports of field visits made in connection with litigation action against major oil companies and the petroleum enforcement program; statistical analyses of sanctions (January-October 1946); lists of the disposition of services enforcement cases; completed forms on voluntary contributions made as a result of inadvertent transgressions of regulations; and newspaper clippings. Arranged by subject.

STATISTICAL REPORTS RELATING TO AUTOMOTIVE INVESTIGATIONS. May-Oct. 1946. 5 in.

201

Monthly regional summaries of the activities of each district office containing information on the disposition of individual evasion cases. Arranged by region, thereunder by name of district office.

RECORDS OF FIELD ENFORCEMENT DIVISIONS

Records of Region I

BUDGETARY RECORDS. 1941-47. 5 in.

202

Budget estimates, organizational charts, and memoranda of regional and district offices relating to appropriation requests. Arranged by fiscal year.

MINUTES OF COMPLIANCE AND COORDINATING COMMITTEES. 1946. 4 in.

203

Consist of processed memoranda containing the Consumer Goods, Apparel, and Rent Committees' discussions of regulations, surveys, and programs; recommendations for injunctions; and consumers' attitudes on controls. Arranged by name of committee.

RECORDS RELATING TO COOPERATION WITH GOVERNMENT AGENCIES, LOCAL BOARDS,
AND OTHER OPA DEPARTMENTS. 1942-47. 1 ft. 204

Correspondence, interoffice memoranda, reports, and instructional manuals pertaining to the operations of local Price and Rationing Boards, verification centers, and price panels, and joint cooperation with these boards, the Price and Rationing Departments, and Federal agencies in enforcement activities. Included at the beginning of the series are some memoranda and reports relating to commodity surveys and textile manufacturing in New England. Arranged alphabetically by subject.

PROCEDURAL MEMORANDA. 1943-46. 3 in. 205

Copies of memoranda and processed issuances sent to regional and district offices by various regional officials relating to procedures for reorganizations, litigation and investigative activities, price-panel relations, reporting, and training. Included are some processed statements on sanction policies. Unarranged.

LEGAL BRIEFS. 1942-45. 5 in. 206

Processed appellee briefs prepared by the OPA for presentation in the U. S. Circuit Courts of Appeal. Unarranged.

CORRESPONDENCE OF THE REGIONAL ENFORCEMENT EXECUTIVE. 1943-46. 3 ft. 207

Correspondence exchanged with the national and regional offices relating to policy and procedure, budget, meetings with industry members, personnel, national compliance surveys, and enforcement drives. Arranged alphabetically by name of correspondent with the exception of the correspondence with the Litigation Division, which is at the beginning of the series.

CORRESPONDENCE OF THE REGIONAL ATTORNEY. 1942-44. 6 in. 208

Copies of interoffice memoranda and correspondence exchanged with State offices (later district offices) and local officials, the regional administrator, the regional rent attorney, and the Assistant General Counsel relating to the interpretation of regulations, sanction policy, procedures, the cooperation of State and local officials with enforcement and training programs, and proposed State and local legislation. Arranged by name of office or by subject.

CORRESPONDENCE RELATING TO COMMODITY PROGRAMS. 1943-45. 6 in. 209

Interoffice memoranda and correspondence with the national office and members of the food and apparel industries relating to national retail compliance campaigns. Arranged by subject.

RECORDS OF THE REGIONAL INSPECTOR. 1942-43. 5 in. 210

Chiefly narrative reports received from State offices concerning investigations arising from complaints. Included at the end of the series are copies of national office instructions relating to the establishment of the OPA field organization in 1941. Arranged alphabetically by name of State.

STATISTICAL CHARTS. 1944-46. 5 in.

211

Operating charts, together with narrative analyses, showing the status of regional investigative and enforcement activities. Arranged chronologically by month.

STATISTICAL REPORTS. 1945-46. 1 ft.

212

Monthly reports, narrative analyses, charts, and tables, together with related memoranda, containing data on legal sanctions initiated by regional and district offices. Arranged by subject or by month.

REPORTS OF REGIONAL AND DISTRICT OFFICES. 1942-46. 4 ft.

213

Chiefly weekly and monthly narrative reports summarizing investigative and enforcement activities. Included are interoffice memoranda relating to matters referred from local boards, reports of compliance committee meetings, and minutes of regional staff meetings. Arranged into reports of district and regional attorneys and reports of commodity chiefs, thereunder by name of State or chronologically.

RECORDS RELATING TO SURVEYS AND PROGRAMS. 1943-46. 2 ft.

214

Procedural instructions, manuals, regulations, interoffice memoranda, district and regional reports, and investigators' reports and work papers relating to retailers' and manufacturers' compliance with rationing and price regulations on food, apparel, and industrial materials. In three parts: (1) reports of investigators, (2) records of the Apparel and Industrial Materials Section, and (3) records of the Food Section.

RECORDS RELATING TO TRAINING PROGRAMS. 1944-46. 8 in.

215

Interoffice memoranda, together with manuals and sample forms, and monthly reports of district training supervisors relating to investigators' and attorneys' training programs. Arranged by type of material.

Records of Region II

GENERAL RECORDS. 1943-46. 10 in.

216

Organizational charts; budget material; minutes of meetings of the regional staff and coordinating committees and of a meeting of sections of the Enforcement Division; interoffice memoranda relating to the organization and functions of district offices; copies of State and local laws enacted in support of OPA programs; and interoffice memoranda and correspondence with State and local offices dealing with the legality of these laws. Arranged by subject.

RECORDS OF THE LEGAL STAFF. 1943-46. 3 in.

217

Minutes of the Legal Appointment Committee; memoranda containing attorneys' reports of regional and national enforcement conferences or relating to the conduct of criminal cases by U. S. attorneys; and copies of courts' decisions. Arranged by subject.

INSTRUCTIONAL MEMORANDA. 1943-45. 1 ft. 218

Memoranda, together with manuals, regulations, and forms, sent to district attorneys and District Board Enforcement Coordinators pertaining to enforcement programs for wholesalers', retailers', and landlords' compliance with food, fuel, or rent regulations. Included are interoffice memoranda relating to national and regional conferences, interpretations of regulations, field visits, and the authority of local boards. Arranged by subject.

REPORTS OF REGIONAL AND DISTRICT OFFICES. 1944-46. 2 ft. 219

Weekly and monthly narrative reports of regional and district attorneys, commodity chiefs, and Local Board Enforcement Coordinators summarizing investigative and enforcement activities. Included with the regional material are reports of Special Agents (1945-47). Arranged into weekly and monthly reports, thereunder by name of office.

STATISTICAL CHARTS. 1944-45. 5 in. 220

Show the status of investigative and enforcement activities by district and regional offices. Unarranged.

OPERATING RECORDS. 1942-46. 11 ft. 221

Relate chiefly to the operation of district offices and of investigative and enforcement programs. The records for each office include some or all of the following materials: (1) weekly and monthly narrative reports of operations; (2) narrative and statistical reports of investigative surveys and enforcement drives, together with related exhibits and correspondence; (3) memoranda and correspondence relating to surveys and programs; (4) minutes of Coordinating, Compliance, Industry Cooperating, Price Panel, and Veterans' Relations Committees; and (5) minutes of proceedings for the issuance of license-suspension warning notices. Arranged by name of office, thereunder by type of material.

RECORDS RELATING TO DISTRICT OFFICE OPERATIONS. 1943-46. 1 ft. 222

Memoranda received by the regional executive, together with copies of replies, relating to the operation of district offices or to the status of investigations and legal proceedings. Included are narrative appraisal reports of field offices by members of the regional staff. Arranged by type of material, thereunder alphabetically by name of office.

Records of Region III

BUDGETARY RECORDS. 1942-47. 10 in. 223

This series is similar to that described in entry 202. Arranged by fiscal year or by name of office.

MINUTES OF REGIONAL MEETINGS. 1944-47. 5 in. 224

Copies of minutes of meetings of the regional staff, district attorneys, regional and district section chiefs, and coordinating committees recording discussions about operating problems. Arranged by name of office.

INSTRUCTIONAL MEMORANDA. 1943-47. 1 ft.

225

Memoranda, together with regulations and manuals, sent to district offices by the regional executive, attorneys, and rent and commodity chiefs relating to investigative and enforcement procedures and programs. Arranged by name of office.

LEGAL RECORDS. 1944-46. 10 in.

226

In three parts: (1) interoffice memoranda and correspondence with the Department of Justice, the Bureau of Internal Revenue, and U. S. attorneys pertaining to the exchange of information in litigation cases or to cooperation in enforcement operations; (2) interoffice memoranda, together with briefs and newspaper clippings, relating to the legality of municipal ordinances against black marketing; and (3) memoranda of law, briefs, and court opinions containing answers to numerous legal questions. Arranged as described.

REPORTS OF REGIONAL AND DISTRICT OFFICES. 1945-47. 1 ft.

227

Weekly narrative reports summarizing operations and activities. Arranged by title of official reporting.

STATISTICAL REPORTS. 1943-47. 5 in.

228

Weekly and monthly regional form reports summarizing the type and number of sanctions instituted and completed in district offices. Arranged chronologically.

RECORDS RELATING TO SURVEYS AND DRIVES. 1942-45. 4 ft.

229

Interoffice memoranda; investigators' reports, together with completed survey forms, tabulation sheets, and company accounting records containing cost and sales data; and correspondence with firms relating to wholesalers', retailers', manufacturers', landlords', or individuals' compliance with price, rationing, or rent regulations. Arranged by commodity, thereunder by subject.

RECORDS RELATING TO TRAINING AND PERSONNEL. 1944-47. 5 in.

230

This series is similar to that described in entry 215. Included are narrative histories of the commodity units and interoffice memoranda relating to investigations of OPA personnel. Unarranged.

Records of Region IV

GENERAL RECORDS. 1942-47. 10 in.

231

Minutes of staff meetings; budgetary materials; organizational charts; memoranda sent to district offices by regional officials relating to procedure and cooperation with other divisions and local boards; the regional executive's weekly reports to Washington; appraisal reports of district offices; and minutes of coordinating and program committees. Arranged by subject.

REGIONAL STAFF MEMORANDA. 1943-47. 1 ft.

232

Copies of outgoing memoranda sent by the regional executive, attorneys, and commodity chiefs containing instructions and information for district attorneys and section chiefs on operations, investigative and enforcement procedures, and local board and State government relations. Arranged by name of official.

RECORDS OF THE LEGAL STAFF. 1943-47. 5 in.

233

Memoranda exchanged with the national office and with district attorneys relating to matters to be discussed at national and biregional conferences of litigation attorneys, and to questions of procedure in litigation cases; weekly reports of regional attorneys and Special Agents (1946-47); and reference materials, such as memoranda of law, briefs, and affidavits. Arranged by subject.

REPORTS OF DISTRICT OFFICES. 1942-44. 1 ft.

234

Semimonthly narrative progress reports of district enforcement attorneys dealing with administration, organization, and operations. Included at the end of the series are narrative reports relating to counterfeit investigation activities. Arranged alphabetically by name of district office, thereunder by type of report.

STATISTICAL RECORDS. 1944-46. 1 ft.

235

Charts, graphs, and tables reflecting investigative and enforcement developments and trends. Arranged by subject.

RECORDS OF DISTRICT OFFICES. 1942-47. 5 ft.

236

The documentation for each office includes some or all of the following: minutes of meetings of the staff and of advisory and coordinating committees; memoranda exchanged with the regional, district, and local board staff relating to the administration of programs and operating procedure; narrative activity reports of district attorneys, section chiefs, and local board coordinators; investigators' reports, together with work papers, pertaining to compliance surveys; correspondence with Members of Congress, law firms, companies, and the public about alleged violations and related legal proceedings; and reading files. Arranged by name of office.

RECORDS RELATING TO DISTRICT OFFICE OPERATIONS. 1944-47. 1 ft.

237

This series is similar to that described in entry 222. In two groups, each arranged by name of office.

RECORDS RELATING TO INVESTIGATIVE AND ENFORCEMENT PROGRAMS. 1943-47.
2 ft.

238

This series is similar to that described in entry 214, but it also includes minutes of trade committees and of veterans' advisory and coordinating committees and interoffice memoranda relating to personnel training. Arranged by name of commodity section and thereunder by subject or by name of district office.

RECORDS RELATING TO LOCAL BOARDS. 1944-46. 3 in. 239

Instructional memoranda sent to local boards about compliance programs; reports of Regional and District Board Enforcement Coordinators relating to price-panel case referrals and hearings; and narrative activity reports of District Board Enforcement Coordinators. Unarranged.

RECORDS RELATING TO TRAINING PROGRAMS. 1944-46. 2 in. 240

Interoffice memoranda and agenda of training conferences pertaining to the recruitment and instruction of attorneys, investigators, and supervisors. Unarranged.

PERSONNEL INVESTIGATION FILES. 1945-46. 2 in. 241

Consist of memoranda, reports, and supporting exhibits relating to the investigation of OPA employees engaged in illegal practices. Unarranged.

Records of Region V

GENERAL RECORDS. 1942-47. 1 ft. 242

Minutes of regional and district staff meetings and of meetings with agricultural, trade, and industrial groups and other Enforcement Department divisions about cooperation; organizational charts; interoffice coorespondence on budget, manpower allocations, delegations of authority, and relations with Government agencies and local boards; progress reports of the regional staff; evaluation reports of district offices; and letters to Members of Congress, together with related memoranda, containing information on enforcement investigations. Arranged by subject.

RECORDS OF THE REGIONAL STAFF. 1942-46. 2 ft. 243

Maintained by the rent, field operations, and commodity chiefs, the litigation attorney, and the Regional Board Enforcement Coordinator relating to the supervision of sections. The documentation for each section includes some or all of the following: minutes of regional staff meetings about budgetary problems and the allocation of investigators; enforcement reports containing appraisals of district offices; instructional memoranda, manuals, regulations, and forms sent to district section chiefs about enforcement methods, damage settlements, and investigative procedure; statistical charts summarizing local board referrals of enforcement cases; and a narrative history of the section. Arranged by name of section, thereunder by subject.

RECORDS OF DISTRICT OFFICES. 1943-46. 2 ft. 244

This series is similar to that described in entry 236. Arranged by name of office, thereunder by subject.

COST SUMMARIES. Sept. 1942-Mar. 1943. 2 ft. 245

Statistical forms showing expenditures for employees and operations. Arranged by name of district office.

RECORDS RELATING TO TRAINING PROGRAMS. 1943-47. 2 in. 246
This series is similar to that described in entry 215. Included also are copies of agenda and speeches for training conferences. Unarranged.

Records of Region VI

RECORDS RELATING TO ORGANIZATION AND OPERATIONS. 1941-47. 1 ft. 247
Administrative and operating orders, delegations of authority, regional issuances, and interoffice memoranda pertaining to the establishment and operation of regional and district offices. Arranged chronologically.

ORGANIZATIONAL CHARTS. 1942-44. 5 in. 248
Organizational and manpower allocation charts, together with inter-office correspondence, reflecting the distribution of authority and personnel. Included are some statements on the functions of the Enforcement Division. Unarranged.

RECORDS RELATING TO ADMINISTRATION. 1942-46. 10 in. 249
Correspondence, processed memoranda, and instructional materials from the national office, together with some regional correspondence, pertaining to the administration of regional offices and enforcement programs. Arranged into national and regional office records.

RECORDS RELATING TO MEETINGS. 1942-43. 10 in. 250
Minutes, together with related agenda and memoranda, of regional meetings of the staff, enforcement attorneys, commodity chiefs, personnel of the Information Section, and price panels containing discussions of such subjects as budget; organization; functions and responsibilities of the regional, district, and local board personnel; amendment of price regulations; drafting of a procedural manual on enforcement; cooperation with Government agencies, other OPA departments, and State authorities; application of enforcement programs; and policy for press releases. Included are a few records relating to a national enforcement conference, a meeting of Trade Cooperating Committees, and field visits. Arranged by subject.

RECORDS OF PROGRAM OPERATIONS. 1942-46. 3 ft. 251
This series documents the administration and operation of programs designed to effect compliance with price rationing and rent regulations. It includes interoffice and interdepartmental memoranda; directives and procedural manuals for investigators and attorneys; minutes of meetings of the staff and of coordinating and compliance committees about the administration of enforcement programs; processed memoranda of the legal staff containing instructions and explanations of regulations; narrative and statistical progress reports; lists of investigations completed and actions taken; case files, accompanied by exhibits, referred for criminal action; and informational materials issued to retailers and consumers. The records are in two parts, each arranged by name of the commodity unit and thereunder by subject.

RECORDS RELATING TO INTERGOVERNMENTAL COOPERATION. 1942-46. 5 in. 252

District office reports and correspondence with other Federal agencies, U. S. attorneys, State and local governments, and consumer groups relating to their cooperation with the OPA in enforcing price and rationing controls. Included are minutes of meetings with members of the petroleum industry and a manual for trade meetings containing information on industry participation in rationing programs. Related records are described in entry 271. Arranged by subject.

RECORDS RELATING TO ENFORCEMENT PROCEDURE. 1942-46. 3 ft. 253

National and regional office issuances, memoranda sent to district offices, and reference materials (briefs, copies of court opinions, and the like) showing regional activity in the handling of cases by administrative hearings or by prosecution. Arranged by type of sanction or by subject.

PROCEDURAL RECORDS. 1942-44. 10 in. 254

Issuances, manuals, and interoffice correspondence relating to the installation and development of district office and price panel procedures for reporting and for the control and handling of consumer complaints and prelitigation cases. Arranged by subject.

ISSUANCES OF THE LEGAL STAFF. 1942-44. 5 in. 255

Numbered and processed legal policy and procedural memoranda about enforcement proceedings. Included are regional enforcement bulletins (Nos. 100-177), with index, relating to many phases of enforcement policy and operations. Arranged by type of issuance.

MANUALS AND INSTRUCTIONS. 1942-44. 5 in. 256

Relate chiefly to investigative policy and procedures, but also to the organization and administration of the Inspection Section, enforcement procedures, and training programs. Unarranged.

ISSUANCES RELATING TO DRIVES. 1942-45. 10 in. 257

Manuals, issuances, and correspondence relating to drives and surveys on all commodities. Included is some material relating to ration banking. Unarranged.

RECORDS OF THE REGIONAL ATTORNEY. 1942-46. 1 ft. 258

Minutes of meetings of the staff and of industrial Coordinating and Advisory Committees; directives, bulletins, and manuals; correspondence and memoranda; copies of congressional, State, and municipal legislation; and copies of articles and speeches written by the regional attorney. The records concern the interpretation of laws and regulations and the application of enforcement policies; the operations of district offices, local boards, and various committees; the validity and scope of State and local legislation affecting the OPA and business firms; investigative, recruitment, and training programs; and the investigation of local Price and Rationing Boards. Arranged by subject.

CORRESPONDENCE OF THE LEGAL STAFF. 1942. 2 in. 259
Memoranda exchanged with the national office about procedure. Included are some narrative reports on district office operations. Arranged by subject.

RECORDS RELATING TO PURCHASES OF EVIDENCE. 1944-46. 5 in. 260
Interoffice correspondence, with attached authorizations and completed forms, pertaining to requests for and the use of appropriations enabling investigators to obtain evidence through black market purchasing. Unarranged.

RECORDS RELATING TO CONSUMER COMPLAINTS. 1942-43. 5 in. 261
Regional issuances, interoffice memoranda, and reports of district offices concerned with the procedures for and the progress made in investigating alleged violations. Arranged chronologically or by subject.

RECORDS OF THE RENT AND DURABLE GOODS SECTION. 1945-47. 5 in. 262
Chiefly reports containing data on all types of enforcement proceedings. Included are some minutes of regional staff meetings on enforcement programs; narrative and statistical reports received from district offices; regional narrative summary reports and letters sent to the national office or district offices; processed memoranda containing instructions for the Housing Sales Price Control Enforcement Program; and completed forms, with supporting papers, on alleged violations referred for criminal action. The reports are arranged chronologically; the other material, by subject.

CORRESPONDENCE WITH DISTRICT OFFICES. 1942-46. 1 ft. 263
In two parts: (1) Memoranda received and sent by the regional attorney pertaining to the precedents for handling investigations, enforcement programs, and publicity. Included are issuances of the regional administrator and interoffice memoranda reflecting the successive changes in the location and organization of district offices. This file, arranged alphabetically by name of office, covers the 1942-44 period. (2) Memoranda received and copies of memoranda sent by the regional executive, together with issuances and newspaper clippings (1944-46). This file relates to litigation procedure, the organization of district offices, the appraisal of field office operations, attorney and management-supervisor training, and the publicity on enforcement proceedings. Arranged alphabetically by name of office.

CORRESPONDENCE RELATING TO INVESTIGATORS. 1942-43. 5 in. 264
Concerns chiefly the delegation of authority to and the assignment and training of investigators in the early years of OPA investigative activities. Included are some memoranda about individual cases. Arranged by subject.

REGIONAL STAFF REPORTS. 1941-47. 10 in. 265
Weekly and semimonthly narrative reports covering investigative and enforcement activities. Included are weekly informational reports of activities sent to district offices. Arranged chronologically.

STATISTICAL REPORTS. 1942-45. 5 in.

266

Contain such data on district office operations as sanctions instituted; treble-damage claims; cases pending; monetary settlements; the comparative analysis of district office enforcement operations; the type, number, and sales of business establishments; and the recruitment of attorneys. Arranged by subject of report.

APPRAISAL REPORTS OF DISTRICT OFFICES. 1946-47. 5 in.

267

Narrative reports, together with completed forms and some statistical summaries, containing evaluations of personnel and operations. Arranged alphabetically by name of district office.

RECORDS RELATING TO PRICE PANELS. 1945-46. 10 in.

268

The records show the operation of price panels with regard to the delegation of responsibility, the reorganization of compliance committees, and the administration of compliance programs for all commodities. They consist of regional price and enforcement directives; minutes of Coordinating and Compliance Committees (Food, Consumer Goods, Apparel, Rent, and Industrial Materials); and regional statistical reports summarizing commodity program activities. Arranged in part by name of district office and in part by subject.

RECORDS RELATING TO TRAINING PROGRAMS. 1942-46. 10 in.

269

This series is similar to that described in entry 215. Arranged by subject.

RECORDS OF DISTRICT PRICE BOARDS AND BOARD ENFORCEMENT COORDINATORS. 1945-46. 10 in.

270

Manuals for price-panel operations and for the handling of consumer complaints; reports of the District Board Enforcement Coordinators; and processed newsletters of the District Price Board Executive. The reports are arranged by name of district office; the other material is arranged by type.

RECORDS OF DISTRICT OFFICES. 1942-47. 3 ft.

271

This series, composed of the entire or partial documentation for three district offices, was apparently selected by the Regional Office to illustrate the scope of their activities. It is similar to that described in entry 236, but it also includes correspondence with the Departments of Justice and the Treasury transmitting information on specific violation cases and with the Illinois Commerce Commission requesting the reopening of a hearing which granted advances in telephone and coal rates. Arranged by name of office, thereunder alphabetically by subject.

Records of Region VII

GENERAL RECORDS. 1942-46. 5 in.

272

Budget statements and tables, together with related work papers and manpower allocation charts; minutes of coordinating committees' discus-

sions of organization, regulations, and programs; a transcript of enforcement attorneys' conferences about the procedure for handling juvenile offenders; the regional executive's correspondence with district attorneys concerning regulations, enforcement procedure, and the authority of the Administrative Hearing Commissioner; and some narrative progress reports of the regional executive and the Field Operations Branch. Arranged by subject.

CORRESPONDENCE OF THE LITIGATION ATTORNEY. 1945-46. 2 in. 273
This series is similar to that described in entry 208. Arranged by subject.

CORRESPONDENCE OF THE CURRENCY PROTECTION SECTION. 1943-46. 4 in. 274
Incoming and outgoing correspondence with Special Agents relating to the protection of ration currency and the investigation of thefts and counterfeiting. Arranged by subject.

CORRESPONDENCE RELATING TO PRICE PANELS. 1943. 2 in. 275
Contains information on the functions and operations of the panels. Included are a few statistical reports of cases referred to the regional office. Unarranged.

READING FILE OF E. J. SCHEUNEMANN. 1942-44. 7 in. 276
Consists of copies of interoffice memoranda and letters sent to firms by Mr. Scheunemann, who served successively as field enforcement attorney, acting regional attorney, and food enforcement attorney, relating to violation cases and enforcement procedures. Arranged chronologically.

REPORTS OF REGIONAL ATTORNEYS. 1942. 3 in. 277
Processed weekly narrative reports of the regional attorney (April-June), together with some reports of the rationing, price, and enforcement attorneys (March-April) concerning enforcement operations. Arranged chronologically.

RECORDS OF ENFORCEMENT ACTIVITIES. 1943-46. 3 ft. 278
This series is similar to that described in entry 214, but it also includes minutes of Rent and Fuel Coordinating Committees and of Compliance Committees. At the end of the series are a few statistical reports and analyses showing the disposition of cases. Arranged by name of commodity, thereunder by subject.

SUSPENSION ORDERS. 1944-45. 1 ft. 279
Administrative sanctions issued by the Hearing Commissioner to violators of rationing regulations. Each order contains the findings of fact, the opinion of the court, and the ruling suspending the individual or firm's dealing in certain commodities for a given period. Accompanying each order are completed forms stating the violator's degree of compliance. Arranged by name of State, thereunder chronologically.

RECORDS RELATING TO PURCHASES OF EVIDENCE. 1944-47. 1 in. 280
This series is similar to that described in entry 260. Unarranged.

RECORDS RELATING TO TRAINING PROGRAMS. 1944-46. 3 in. 281
This series is similar to that described in entry 215. Arranged by subject.

RECORDS OF DISTRICT OFFICES. 1943-46. 1 ft. 282
This series is similar to that described in entry 236, but it also includes budgetary materials; minutes of meetings, together with petitions and resolutions of various agricultural groups, conducted to discuss price adjustment problems; and memoranda exchanged between the agricultural groups and regional and district price officials about price regulations. Arranged by name of office, thereunder by subject.

Records of Region VIII

BUDGETARY MATERIALS. 1943-46. 10 in. 283
Organizational and functional charts, studies, and statistical tables showing the workload by type or activity and by office; narrative justifications for manpower allotments; and interoffice memoranda relating to the preparation of the regional budget. Arranged by type of material, thereunder by subject.

MINUTES OF MEETINGS AND PROCEDURES. 1942-47. 3 in. 284
Minutes of administrative proceedings conducted by the Regional Administrator and meetings of regional and district commodity sections. They contain information on the functions and activities of field enforcement units. Arranged by name of meeting.

REGIONAL ISSUANCES. 1943-47. 1 ft. 285
These issuances, prepared by the regional executive, attorneys, and commodity chiefs, contain instructions on all phases of investigative and enforcement operations. Arranged by name of official or section.

RECORDS RELATING TO ENFORCEMENT PROGRAMS. 1943-46. 5 ft. 286
This series is similar to that described in entry 214 except that the district and regional office reports are excluded. Divided into records of the Apparel and Industrial Materials Section and records of the Transportation, Fuel and Consumer Goods Section, grouped thereunder by commodity, and further arranged numerically by regulation number, alphabetically by name of office, or by subject.

RECORDS RELATING TO SURVEYS. 1942-45. 10 in. 287
This series, maintained by the regional attorney, consists chiefly of manuals and interoffice memoranda relating to price compliance investigations for various commodities. Some of the surveys were apparently restricted to a given locality and were conducted as a result of specific authorization. Included are some investigators' narrative reports, together with work papers. Arranged by name of survey.

RECORDS RELATING TO SIGNIFICANT ENFORCEMENT PROBLEMS. 1943-45. 2 in. 288

Most of these records show the difficulties encountered in maintaining effective enforcement control, chiefly in the fishing and lumbering industries of the Pacific Northwest. Included are some records relating to a congressional committee inquiry about the food situation in Los Angeles. The records consist of narrative and statistical reports, proceedings of a pretrial conference, and memoranda. Arranged by subject.

CORRESPONDENCE RELATING TO FEDERAL AND STATE COOPERATION. 1943-47. 5 in. 289

This series is similar to that described in entry 252 except that reports and minutes are excluded. Some of the material relates to price-panel referrals and regional delegations of authority for litigation proceedings. Arranged by subject.

READING FILES. 1943-47. 3 ft. 290

Consist of copies of outgoing correspondence of the regional commodity chiefs, the litigation attorney, the regional executive, the Regional Board Enforcement Coordinator, and some district attorneys. Arranged by name and title of official.

REPORTS OF REGIONAL AND DISTRICT OFFICES. 1943-47. 5 ft. 291

This series is similar to that described in entry 219, but it also includes reports of field visits. The district office reports are arranged by name of office and grouped thereunder by district attorney and commodity chiefs; the regional reports are arranged by subject.

"MODEL PLEADINGS" AND OPINIONS. 1943-46. 10 in. 292

Consist of several types of briefs, pleadings, and court opinions selected to illustrate the methods of preparing legal documents to be used in litigation cases. Unarranged.

MISCELLANEOUS ENFORCEMENT MATERIALS. 1943-45. 5 in. 293

Copies of briefs of pretrial and trial proceedings instituted for injunctions and treble-damage claims; a few copies of injunction proceedings; and informational issuances on the purchase-of-evidence procedure. Arranged by subject.

SUSPENSION ORDERS. 1944-45. 1 ft. 294

This series is similar to that described in entry 279. Arranged by name of district office.

RECORDS RELATING TO LOCAL BOARDS. 1944-46. 2 in. 295

Regional instructions for operating procedures, operating reports of the Los Angeles Board, and an appraisal report of the San Francisco Board's activities. Arranged by subject.

RECORDS RELATING TO TRAINING PROGRAMS. 1945-47. 3 in. 296

Manuals, histories, and reports on conferences relating to the training of investigators and supervisors. Arranged by type of training program.

APPENDIX

List of Periodic Reports (Entry 13)

1. Weekly reports of David Ginsburg, General Counsel, July 1941-Oct. 1942.
2. Weekly reports submitted to Thomas I. Emerson, Associate General Counsel, July-Dec. 1941.
3. Weekly or semimonthly reports of Brunson MacChesney, Director of the Enforcement Division, Aug. 1941-Jan. 1943.
4. Weekly newsletters of the Deputy Administrator for Enforcement, July 1944-Apr. 1945, Sept.-Nov. 1945, and Dec. 1946-Mar. 1947.
5. Miscellaneous reports submitted by the Deputy Administrator for Enforcement to the OPA Administrator, Jan. 1944-Mar. 1945.
6. Semimonthly reports submitted by the Director, Enforcement Division, to the General Counsel, Feb.-June 1943.
7. Weekly or semimonthly reports by Regional Attorneys, Jan. 1942-Dec. 1943.
8. Weekly or semimonthly reports of District Enforcement Attorneys, Apr. 1942-Dec. 1943.
9. Monthly reports of Regional and District Enforcement Attorneys, Dec. 1943-Sept. 1945.
10. Weekly reports and newsletters of the Regional Enforcement Executives, Nov. 1946-May 1947.
11. Weekly reports submitted by the Chief, Procedures and Field Operations Section, Regional Enforcement Division, to the Executive Officer, Oct. 1945-Jan. 1947.
12. Semimonthly or weekly newsletters of the Executive Officer, Feb.-Oct. 1943.
13. Semimonthly reports of the Food Enforcement Branch and its constituent units, Feb.-Oct. 1943.
14. Weekly reports of the Food Enforcement Division, June 1943-Jan. 1946.
15. Weekly reports of the Regional Food Enforcement Sections, June 1944-Oct. 1946.

16. Weekly reports of the District Food Enforcement Sections, Mar.-Oct. 1946.
17. Weekly or semimonthly reports and newsletters of the Apparel and Industrial Materials Branch (later Division) and its constituent units, Nov. 1942-Oct. 1946.
18. Weekly reports of the Regional Apparel and Industrial Materials Enforcement Sections, June 1943-Nov. 1946.
19. Weekly reports of the Regional Lumber Units or Sections (Regions 4, 5, and 8), May-Nov. 1946.
20. Weekly reports of the District Apparel and Industrial Materials Enforcement Sections, Oct. 1945-Oct. 1946.
21. Weekly or semimonthly reports and newsletters of the Fuel and Consumer Goods Enforcement Branch (later Division), Apr. 1943-Oct. 1945.
22. Weekly or semimonthly reports of Regional Fuel and Consumer Goods Enforcement Sections, Dec. 1943-Oct. 1945.
23. Weekly reports of District Fuel and Consumer Goods Sections (Regions 2, 3, 4, and 5), June 1944-Dec. 1945.
24. Weekly newsletters of the Program Enforcement Division, Dec. 1946-Jan. 1947.
25. Weekly newsletters of the Rent Enforcement Division, Feb.-Apr. 1947.
26. Weekly reports of the Rent and Durable Goods Enforcement Division, Nov. 1945-Nov. 1946.
27. Weekly reports of the Regional Rent and Durable Goods Enforcement Sections, Nov. 1945-Nov. 1946.
28. Weekly reports of the District Rent and Durable Goods Enforcement Sections, Oct. 1945-Apr. 1947.
29. Weekly or semimonthly reports of the Rent and Services Enforcement Branch (later Division) and its constituent units, May 1943-Aug. 1945.
30. Weekly reports of the Regional Rent and Services Enforcement Sections, Nov. 1944-Oct. 1945.
31. Weekly reports of the District Rent and Services Enforcement Sections, Nov. 1944-Oct. 1945.

32. Weekly reports of the Regional Review and Disposition Sections, Dec. 1946-Apr. 1947.
33. Weekly reports of the Regional Branch Review and Disposition Sections, Dec. 1946-Mar. 1947.
34. Weekly newsletters of the Litigation Division, Nov. 1943-May 1947.
35. Weekly reports of the Regional Litigation Attorneys, Oct. 1945-Mar. 1947.
36. Weekly reports of the Regional Rent and Durable Goods Sections, Rent Sections, and Veterans' Housing Sales Control Enforcement Sections, Jan.-Oct. 1946.
37. Semimonthly reports of the Board Enforcement Coordinator, Jan.-Oct. 1946.
38. Several weekly reports of the District Board Enforcement Coordinators in Miami, Fla. (Jan. 1946), and Jackson, Miss. (Oct. 1946).
39. Weekly newsletters of the Sugar Enforcement Division, Dec. 1946-Mar. 1947.
40. Monthly reports of the Sugar Enforcement Division, Dec. 1946-Mar. 1947.
41. Weekly reports of the Regional and Branch Sugar Enforcement Sections, Dec. 1946-Mar. 1947.
42. Semimonthly reports of the Analysis and Reports Section, June-July 1943.
43. Semimonthly reports of the Compliance Planning Section, Dec. 1942-Feb. 1943.
44. Nonperiodic newsletters of the Chief Investigator (Currency Protection Branch), Oct. 1944-May 1945.

For a list of other preliminary inventories, see the list of National Archives publications, which may be obtained upon request from the Exhibits and Publications Branch, National Archives, General Services Administration, Washington 25, D. C.

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PRELIMINARY



INVENTORIES

Number 121

RECORDS OF THE SHIPBUILDING
STABILIZATION COMMITTEE

Compiled by Leo Pascal

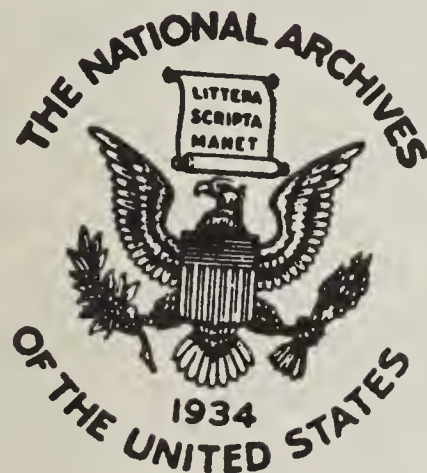
The National Archives
National Archives and Records Service
General Services Administration

Washington: 1959

PRELIMINARY INVENTORY OF THE RECORDS OF THE
SHIPBUILDING STABILIZATION COMMITTEE

(Record Group 254)

Compiled by Leo Pascal



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FOREWORD

To analyze and describe the permanently valuable records of the Federal Government preserved in the National Archives Building is one of the main tasks of the National Archives. Various kinds of finding aids are needed to facilitate the use of these records, and the first step in the records-description program is the compilation of preliminary inventories of the material in some 300 record groups to which the holdings of the National Archives are allocated.

These inventories are called "preliminary" because they are provisional in character. They are prepared as soon as possible after the records are received without waiting to screen out all disposable material or to perfect the arrangement of the records. They are compiled primarily for internal use, both as finding aids to help the staff render efficient reference service and as a means of establishing administrative control over the records.

Each preliminary inventory contains an introduction that briefly states the history and functions of the agency that accumulated the records. The records themselves are described series by series, that is, by units of records of the same form or that deal with the same subject or activity or that are arranged serially. Other significant information about the records may sometimes be given in appendixes.

When the record group has been studied sufficiently and the records have been placed in final order, the preliminary inventories will be revised and the word "preliminary" dropped from the title of the revision. Meanwhile, as occasion demands and time permits, special reports, indexes, calendars, and other finding aids to the record group will be prepared.

Several finding aids that give an overall picture of materials in the National Archives have been published. A comprehensive Guide to the Records in the National Archives (1948) and a brief guide, Your Government's Records in the National Archives (revised 1950), have been issued. Forty-four Reference Information Papers, which analyze records in the National Archives on such subjects as transportation, small business, and the Middle East, have so far been issued. Records of World War I have been described in the Handbook of Federal World War Agencies and Their Records, 1917-1921, and those of World War II in the two-volume guide, Federal Records of World War II (1950-51). Many bodies of records of high research value have been edited by the National Archives and reproduced on microfilm as a form of publication. Positive prints of some 10,000 rolls of this microfilm, many of which are described in the List of National Archives Microfilm Publications (1953), are now available for purchase.

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INTRODUCTION

The rapid expansion of shipbuilding in the United States during the periods of both World Wars brought competition among shipyards for skilled labor in short supply. Such competition, if unchecked, would have spiraled wages, created wage disputes, and increased labor turnover, which in turn would have retarded production.

During the World War I period such shipbuilding labor problems as labor pirating, strikes, high labor turnover, and inadequately trained personnel were met by the organization, on August 20, 1917, of the Shipbuilding Labor Adjustment Board. The Board consisted of three members: one represented the public; the second, labor; and the third, the two large Government shipbuilding agencies--the Navy and the Emergency Fleet Corporation of the United States Shipping Board. The Shipbuilding Labor Adjustment Board settled disputes over wages, hours, and working conditions in the construction and repair of ships and shipbuilding facilities, exclusive of navy yards, and promulgated detailed wage scales for the ship construction trades. Its decisions were a definite influence in stabilizing wages and preventing work stoppages. The Board was terminated on April 1, 1919, but some of its functions were carried on until October 1, 1919, by the Industrial Relations Division of the Emergency Fleet Corporation.

When shipbuilding labor problems again became acute during the pre-Pearl Harbor defense period, the National Defense Advisory Commission, aware of the experience of World War I, on September 25, 1940, directed Sidney Hillman, then Commissioner of its Labor Division, to organize a committee of representatives of the shipbuilding industry and interested Government agencies to stabilize wages by establishing regional rates of pay. On November 27, 1940, Mr. Hillman announced the formation of a Shipbuilding Stabilization Committee within the National Defense Advisory Commission.

The Committee was set up to develop an employment stabilization program in the shipyards of the Nation to ensure the speediest and most efficient construction of ships. For this purpose it was to make a detailed investigation of wage rates and working conditions, with particular emphasis on worker migration from yard to yard and its effect on the production of vessels. The Committee originally consisted of 11 members: 4 represented shipyard labor (2 from the American Federation of Labor and 2 from the Congress of Industrial Organizations); 4, shipbuilding management; 1, the Navy Department; 1, the Maritime Commission; and the Chairman acted on behalf of the National Defense Advisory Commission, to which the Committee was attached. When the Office of Production Management (OPM) was set up by an Executive order of January 7, 1941, to perform some of the functions of the National Defense Advisory Commission, the Committee became part of the new agency. The Chairman was responsible to the Director of OPM's Labor Division.

To carry out its function of stabilizing shipyard labor conditions, the Committee sponsored zone conferences at various times during the period from February 3 to July 11, 1941, in each of the Nation's major shipbuilding areas or zones--the Atlantic Coast, the Pacific Coast, the Gulf Coast, and the Great Lakes. At these conferences, employers, union representatives, and Government officials formulated 2-year Zone Standards Agreements designed to establish uniform labor standards for each area. The Zone Standards Agreements covered wages, hours, and working conditions in both ship construction and ship repair, or conversion work, for all zones except for the Pacific Coast where at first only new construction was covered. After the Zone Standards Agreements were ratified, they were incorporated in the industry's local collective bargaining agreements. Ship repair and conversion employment for the Pacific Coast Zone was stabilized later under amendments to the Pacific Coast Ship Repair (collective bargaining) Agreement.

The Shipbuilding Stabilization Committee was transferred to the War Production Board (WPB) on January 24, 1942, when that agency succeeded to the functions of the Office of Production Management. Within the WPB the Committee Chairman was responsible successively to the Director of the Labor Division, the Director of the Labor Production Division, and the Vice Chairman for Labor Production. A new Chairman had been appointed on January 1, 1942, and soon after the Committee was reorganized and its membership was increased to include six representatives each from labor and management (only three representatives from management accepted appointment). By WPB General Administrative Order No. 2-57, effective August 1, 1942, the Committee was enlarged to 31 members: 12 represented management; 12, labor (6, AFL; 6, CIO); 2 each, the Navy Department, the War Department, and the Maritime Commission; and the Chairman acted for the WPB. The reconstituted Committee was "to facilitate production, promote harmonious labor relations, and stabilize wages, hours, and working conditions in the shipbuilding industry." The Committee was also responsible for administering the amended Zone Standards Agreements and for conducting an annual review and, if necessary, special reviews of the wage rates set by the National Shipbuilding Conference on May 16, 1942, and for bringing about such changes as were required. The Conference, held in Chicago, April 27 to May 16, 1942, and sponsored by the Committee, was attended by representatives of the shipbuilders, the unions, the Navy, the Maritime Commission, and the Committee. The main purpose of the Conference was to deal with threats to the entire stabilization program caused by the cost-of-living wage increase provisions of the Zone Standards Agreements. Uniform national rates for standard skilled mechanics were set, wage increases were given, an annual wage review by the Committee was provided for, calendar premium days were abolished in favor of a system of premium pay for the sixth and seventh regular shifts, and the operation of the yards 7 days a week--with staggered shifts--was adopted as a national policy. The Committee was made responsible for the "interpretation, application, and coverage of Zone Standards and the securing of compliance therewith."

During 1942 Paul R. Porter, in his dual capacity as Chairman of the Shipbuilding Stabilization Committee and Chief of the WPB's Stabilization Branch, attempted to negotiate a stabilization agreement covering wages and other labor conditions in the west coast airframe industry. He also took part in arrangements for a proposed wage and manpower stabilization conference for the tool and die industry in the Detroit area.

The historically important Executive Order 9250 of October 3, 1942, which provided that no wage changes could be made after September 15, 1942, unless approved by the National War Labor Board, canceled the power of the Shipbuilding Stabilization Committee under Zone Standards Agreements to pass on wage adjustments. The Committee, however, was specifically permitted to perform all its functions not inconsistent with the order and continued its administration of the Zone Standards Agreements and amendments until after World War II.

The National War Labor Board, by a directive order of January 9, 1943, established a Shipbuilding Commission within the Board to settle labor disputes and to rule, within the framework of the Zone Standards Agreements, on voluntary wage and salary applications in the shipbuilding industry. The Chairman of the Shipbuilding Stabilization Committee was also made Chairman of this Commission. A new Shipbuilding Commission was created within the National War Labor Board on August 9, 1943, with the same jurisdiction and functions as the earlier Commission but with two representatives each for labor, industry, and the public, none of whom were connected with any Federal agency except the Board. When that agency was terminated on December 31, 1945, this Commission also went out of existence. Applications for salary and wage adjustments in the shipbuilding industry were processed thereafter by the headquarters office of the National Wage Stabilization Board until the termination of that agency on February 24, 1947.

From May 1942 to July 1944 the Shipbuilding Stabilization Committee conducted seven zone conferences in the Pacific, Great Lakes, and Gulf Zones, which amended the stabilization agreements with regard to such matters as classifications of shipyard workers, interchangeability of workers within the boilermakers trade, regular and overtime pay for repair and conversion work, and shift premiums. It also investigated manpower utilization in shipyards, with particular attention to variations in worker productivity; cooperated with unions in increasing production and securing adequate labor forces for ship repair; checked on all Shipbuilding Commission cases and otherwise sought to ensure conformance of the Commission's orders, rulings, and other actions with the Zone Standards Agreements and related Interpretive Rulings; and cooperated with other Government agencies in matters affecting labor for shipbuilding and ship repair.

During the reconversion period after VJ-Day the Committee continued its stabilization efforts in order to protect the shipbuilding and ship repair industry from deflationary or inflationary wage fluctuations and

to minimize labor disputes. In late August 1945 the Committee conducted a national referendum of labor, management, and Government, which led to restoration of the prewar practice of overtime payments for calendar premium days.

On November 15, 1945, the Shipbuilding Stabilization Committee was transferred by an Executive order from the Civilian Production Administration (successor to the War Production Board) to the Department of Labor, where it functioned under the Office of the Secretary. The Committee sponsored a National Shipbuilding Conference held from December 1945 to February 1946, which conducted a wage review that resulted in an 18-cent increase in the basic hourly rate for all classifications of employees in the shipbuilding industry. The Committee also conducted five zone conferences in the Pacific, Great Lakes, and Gulf Zones between September 1945 and June 1947, which amended the Zone Standards Agreements. Changes included the restoration of calendar premium days, provisions for some wage increases, and the modification of grievance and arbitration procedures.

Interpretation of the Zone Standards Agreements, as amended, was one of the chief duties of the Committee. The Chairman's Office, with the concurrence of the procurement agencies, handled questions regarding the meaning of the Zone Standards Agreements on which there was no doubt. Responsibility for rulings not clearly covered by the Zone Standards Agreements or by previous rulings was originally vested in the Chairman, the Government procurement agencies, and the full Shipbuilding Stabilization Committee. From June 1943 to August 1945 this responsibility was entrusted to a Subcommittee on Interpretive Rulings, comprising two representatives each from labor, management, and Government. Pursuant to requests for interpretations of the Zone Standards Agreements, the subcommittee submitted recommended rulings, which became binding when approved by a two-thirds vote of the full Committee. On August 8, 1945, the Shipbuilding Stabilization Committee delegated responsibility for complicated interpretations, subject to full Committee review, to a newly created Executive Committee composed of eight members of the full Committee: one representative each from the procurement agencies, the American Federation of Labor (AFL), and the Congress of Industrial Organizations (CIO); two from shipbuilding management; and the Shipbuilding Stabilization Committee Chairman represented the War Production Board and acted as Chairman. During the life of the Shipbuilding Stabilization Committee it issued 52 formal Interpretive Rulings on the application of the Zone Standards Agreements, as amended.

The Shipbuilding Stabilization Committee was not formally affected by Executive Order 9801 of November 9, 1946, which abolished all wage and salary controls, since the Chicago amendments to the Zone Standards Agreements provided that they would remain in full force until the President declared the national emergency ended. The Committee's activities were curtailed, however, by budgetary restrictions, failure of management

members to provide a quorum at the last two quarterly meetings of January 7 and April 29, 1947, and a sharp reduction in force in March 1947. The effectiveness of the Committee was further reduced in May 1947 by procurement agency actions which removed wage limitation provisions of the Zone Standards Agreements from all ship repair, conversion, and new construction contracts let after May 15, 1947. The Committee became inactive on June 27, 1947, when its only remaining personnel (the Chairman and the Executive Secretary) were separated from the Department of Labor. In the fall of 1947 the organizations represented in the Committee voted unanimously to terminate the Zone Standards Agreements. A letter of December 19, 1947, from the Secretary of Labor to the leading members of the Committee announcing this decision in effect dissolved the Committee, but no formal action was ever taken.

During most of the life of the Committee its secretariat consisted successively of the staffs of the following WPB offices: Shipbuilding Section of the Stabilization Group (in the Labor Division and its successor, the Labor Production Division), January-June 1942; Stabilization Branch (in the Labor Production Division), June-October 1942; Shipbuilding Stabilization Branch (in the Labor Production Division), November 1942-June 1943; and the Division of Shipbuilding Stabilization (in the Labor Production Office), July 1943-November 1945. The Chairman and Deputy Chairman of the Committee served simultaneously as Chief and Associate Chief, respectively, of the Branches until the formation of the Division of Shipbuilding Stabilization, when they became Director and Associate Director, respectively, of the new Division. Since this Division served longer than any other office as the administrative agency for the Committee and was its last secretariat with a separate identity, an account of its organization and operations follows.

The Staff of the Division of Shipbuilding Stabilization was small because the National War Labor Board Shipbuilding Commission had the responsibility for major aspects of shipyard labor relations, including the establishment of zonal job rates, rulings on voluntary wage and salary applications submitted by shipbuilders and labor organizations, and the settlement of labor disputes. The Office of the Directors was responsible for formulating policy, conducting SSC meetings and zone conferences, interpreting (under Committee procedures) the amended Zone Standards Agreements, solving irregular and special problems, and for relationships with the Shipbuilding Commission of the National War Labor Board. The Operations Branch administered the regular program, including matters relating to coverage, application, and enforcement of the Zone Standards Agreements, and assisted the Office of the Directors in its interpretative work. The Analysis Branch observed and reported on the productivity of shipyards, particularly the utilization of facilities and manpower, and occasionally conducted assigned studies and statistical projects. The Record and Mail Control Unit (originally two separate units under different names) maintained the progress control records and the files; handled personnel, fiscal, office space, and supply matters; and provided duplicating and mail services.

The administrative organization of the Shipbuilding Stabilization Committee, under the Department of Labor, reflected the decreased workload of the Committee after 1945. During the final year of the Committee's existence its personnel usually consisted of the Chairman, the Acting Deputy Chairman, their secretaries, an Executive Secretary, an Administrative Assistant, and a Chief of Records.

Morris L. Cooke served as the first Chairman of the Shipbuilding Stabilization Committee. On January 1, 1942, he was succeeded by Paul R. Porter, who served until March 16, 1945, a longer time than any other Chairman. Ernest A. McMillan was Acting Chairman from May 7 to September 14, 1945, and Chairman thereafter until June 27, 1947, when the Committee became inactive. The first Deputy Chairman was Ernest A. McMillan. He was succeeded by John R. Redstrom, who held the post from May 15, 1945, to May 3, 1946. Howard Higman served as Acting Deputy Chairman from May 3 to August 2, 1946, and Morwick Ross from August 3, 1946, to about March 1947. Thomas L. Norton was the first Executive Secretary of the Committee. The duties of this position were later performed, under varying titles, by Ernest A. McMillan from about June to September 1942 and by Kathleen M. Farrelly from October 1942 to June 27, 1947.

The records of the Shipbuilding Stabilization Committee, 1940-47, described in this inventory, constitute Record Group 254, Records of the Shipbuilding Stabilization Committee, and amount to 53 cubic feet. They consist of subject-classified central files and a related card index; general records; chronological files; files accumulated by the Shipbuilding Stabilization Committee's Chairman as Chief of the War Production Board's Stabilization Branch and its successor, the Shipbuilding Stabilization Branch, on stabilization developments in wage and labor relations in the Pacific coast airframe and other war industries; copies of rulings and other authoritative issuances of the National War Labor Board's Shipbuilding Commission; and miscellaneous Government agency and labor organization reference materials. The Committee's administrative records were, from the outset, integrated with those of the various labor offices under which the Committee functioned. Extant housekeeping records of these offices for the period before the Committee was transferred to the Department of Labor (primarily budgetary materials) are in the Policy Documentation File and other series in Record Group 179, Records of the War Production Board, in the National Archives; those for the period when the Committee functioned in the Department of Labor (budgetary and fiscal papers) are in the Federal Records Center, Alexandria, Va. The Committee's personnel folders and pay records are in the Federal Records Center, St. Louis, Mo.

There is a close functional relationship between the records of the Shipbuilding Stabilization Committee and those of the various labor divisions under the National Defense Advisory Commission, the Office of Production Management, the War Production Board, and the Civilian Production Administration; those of the Office of the Secretary, Department of Labor; and those of the National War Labor Board's Shipbuilding Commission and of

the Board's successor, the National Wage Stabilization Board. The Committee records are also related to those of the Division of Shipyard Labor Relations of the United States Maritime Commission, which was represented on the Committee by high officials of the Division and of the Commission.

The records of the labor divisions under the National Defense Advisory Commission and its successor agencies, which relate specifically to the Shipbuilding Stabilization Division and its predecessor offices and to the Shipbuilding Stabilization Committee (other than the materials described in this preliminary inventory), are in the War Production Board's Policy Documentation File and other series in Record Group 179, Records of the War Production Board, in the National Archives. They consist mainly of correspondence, memoranda, copies of minutes of the Committee's quarterly meetings and shipbuilding stabilization conferences, reports, procedural issuances, interpretative rulings, orders, informational releases, and budgetary materials regarding the organization, functions, policies, and work of the Committee and its administrative bodies, 1940-45.

All extant records of the Shipbuilding Commission have been transferred to the National Archives as part of Record Group 202, Records of the National War Labor Board (World War II). They amount to 132 cubic feet and consist mainly of the Commission's minutes, general records, dispute case files, voluntary wage and salary adjustment case files, case indexes, and wage bracket data (1942-45). Included are files of the West Coast Aircraft Committee; its successor, the National Airframe Panel; and the Detroit Tool and Die Commission, consisting of general records, correspondence, minutes, directive orders, case files, reports, wage bracket data, and informational materials, 1942-45, relating to the stabilization matters with which the Shipbuilding Stabilization Committee's administrative agencies were concerned from May 1942 to January 1943. Except for the basic ledgers and personnel files, which are in the Federal Records Centers at Alexandria, Va., and St. Louis, Mo., respectively, all extant records of the National War Labor Board and its successor, the National Wage Stabilization Board, are in the National Archives in Record Group 202. They cover the period 1941-47 and amount to 3,825 cubic feet.

Records of the Office of the Secretary, Department of Labor, relating to the Shipbuilding Stabilization Committee are found among the files of former Special Assistant to the Secretary Louis Sherman, and a few such papers are in the records of former Assistant Secretary Daniel W. Tracy. The subject files, part of Record Group 174, General Records of the Department of Labor, in the National Archives, amount to a half cubic foot and consist mainly of correspondence, memoranda, reports, and copies of minutes of Committee meetings and zone conferences (with related documents), Zone Standards Agreements and amendments, and Committee rulings and other issuances, 1941-47. They cover almost all the important aspects of the Committee's policies, programs, procedures, operations, and organization.

The extant files of the Division of Shipyard Labor Relations are located at the Maritime Administration, Washington, D. C.; in Record Group 178, Records of the United States Maritime Commission, in the National Archives; and in the Federal Records Center, Alexandria, Va. They consist mainly of correspondence, memoranda, reports, procedural materials, manning tables, wage bracket data, and copies of minutes of various committees, Committee zone conference proceedings, Committee and Shipbuilding Commission rulings and other releases, arbitration awards, shipbuilding stabilization and collective bargaining agreements, and publications concerning all phases of shipbuilding labor relations, including stabilization of wages and working conditions, 1940-46.

Related records of the World War I period are located as follows: The extant files of the Shipbuilding Labor Adjustment Board are part of Record Group 32, Records of the United States Shipping Board, in the National Archives. They include general records; transcripts of hearings before the Board; copies of decisions, awards, and agreements; a codification of decisions, awards, and interpretations of the Board; data on cost-of-living studies for various cities; and reports, handbooks, and correspondence on wage scales for individual shipyards and shipbuilding districts, 1917-19.

During the Korean war, 1950-53, the Wage Stabilization Board exercised wage stabilization and limited dispute settlement functions. No special agency was created to promote such stabilization for the shipbuilding industry specifically. The National Office of the Wage Stabilization Board, however, acted on a number of shipbuilding cases involving wage adjustments. Such action included the approval, in 1951, of the uniform key shipyard wage rate (the first-class skilled mechanic's rate) in the voluntarily adopted AFL Pacific Coast Master (collective bargaining) Agreement covering 157 west coast shipyards. The extant files of the Board are in Record Group 293, Records of the Wage and Salary Stabilization Boards of the Economic Stabilization Agency, in the Federal Records Center, Alexandria, Va. They consist of headquarters and regional office records--mainly central and general files, minutes, miscellaneous case file series and related case control records, legal materials, reports, wage studies and data, procedural and informational issuances, Wage Stabilization Board histories, administrative papers, and records of the Wage Stabilization Board's special agencies (two commissions and a board), 1950-54.

RECORDS OF THE SHIPBUILDING STABILIZATION COMMITTEE

SUBJECT-CLASSIFIED CENTRAL FILES. 1940-47. 53 ft.

1

Mainly correspondence with Committee members and personnel, the Shipbuilding Commission of the National War Labor Board, the Maritime Commission, the War and Navy Departments, the Labor Department, Members of Congress, shipbuilding firms and associations, labor organizations, employees, attorneys, and private individuals; telegrams; memoranda; reports; minutes of meetings of the Committee and its subcommittees; proceedings of zone and national stabilization conferences; copies of Zone Standards Agreements and amendments; copies of certificates of applicability issued to the shipyards covered; wage review hearings; interpretative ruling materials; shipbuilding wage and hour statistics; statements; organizational papers; Committee and other agency issuances; union resolutions; and newspaper clippings. These records cover all aspects of the Committee's policies, programs, operations, and organization, as well as the shipbuilding labor stabilization activities of collaborating agencies. Specifically, they relate to such subjects as the establishment, organization, functions, and procedures of the Committee; personnel matters; the formulation, application, and interpretation of the Zone Standards Agreements, as amended; the securing of compliance with the Zone Standards Agreements; developments in shipbuilding stabilization policies; the proposed continuation of the shipbuilding stabilization program after the war; Committee relationships with the National War Labor Board's Shipbuilding Commission, War Production Board offices, and other Government agencies concerned with labor aspects of ship construction and repair and with miscellaneous shipbuilding manpower and labor matters, including the employment of women, youth, and minority groups; the elimination of labor pirating; work shift problems; programs for the reduction of labor turnover and absenteeism; the promotion of increased worker productivity; and labor disputes. Arranged according to the Committee's subject-numeric Records Classification Scheme, September 1943, which provides detailed information on the subject content of the series. A copy of the Scheme appears as appendix I of this inventory. See entry 3 for related files and entry 2 for the index to the incoming correspondence in this series.

INDEX TO INCOMING CORRESPONDENCE. 1941-47. 4 ft.

2

Mail control cards, 3" x 5", prepared for letters received from Committee members and personnel, Government agencies, Members of Congress, shipbuilders, management associations, labor organizations, employees, attorneys, and other individuals. Each card generally gives the name and city address of the person sending the communication; the name of the company, agency, or other organization with which the correspondent was associated; the date of the incoming communication; a brief description of the subject matter; the date of the reply, if any; and the file designation. Arranged in three sets, as follows: (1) alphabetically by name of individual; (2) numerically by file designation number, 00/--88(84), and thereunder chronologically by date of receipt; and (3) chronologically by date of receipt (January 28, 1943-January 23, 1947) and thereunder alphabetically

by name of individual. The chronological set is incomplete for the periods before 1944 and after 1946. The index serves as a guide to the material described in entry 1.

CHRONOLOGICAL FILES. Jan. 2, 1942-June 19, 1947. 4 ft. 3

Copies of letters, memoranda, telegrams, and documentary attachments (largely correspondence and telegrams) sent by the Chairman, Deputy Chairman, and staff aides to Committee members and personnel, Government agencies, shipbuilding firms and employees, unions, attorneys, and private individuals. They relate mainly to the subjects mentioned in entry 1. Other copies of these papers are found in all Committee series except those covered by entries 2 and 7. Arranged chronologically.

GENERAL OFFICE RECORDS. 1940-45. 5 ft. 4

Records originally maintained in various Committee offices, consisting mainly of correspondence with war agencies, the Department of Labor, employers, unions, and employees; memoranda; telegrams; reports; statements; minutes of conferences and meetings; drafts of proposed amendments of Zone Standards Agreements; copies of shipbuilding collective bargaining agreements; lists of shipbuilders; shipbuilding wage and employment statistics; budgetary materials; issuances of the Committee and other agencies; and newspaper clippings. They relate to such aspects of the shipbuilding industry as construction programs, employment trends, and manpower requirements; hours, earnings, and quit rates of labor; stabilization policy developments; plans for and deliberations of stabilization conferences; work shift arrangements; allegations of manpower waste; labor disputes; drives for greater production; working conditions in British shipyards; and Committee procedural and budgetary matters. Arranged alphabetically by subject, type of record material, or name of agency.

DIRECTIVE ORDERS, RULINGS, AND OTHER RELEASES OF THE NATIONAL WAR LABOR BOARD'S SHIPBUILDING COMMISSION. 1943-45. 5 ft. 5

Processed copies of directive orders, rulings, tentative conclusions, opinions, case digests, and other official issuances of the Commission regarding zonal wage rates established by it, settlement of labor disputes, and rulings on voluntary wage and salary applications submitted by shipbuilders and labor organizations. They relate to such wage and nonwage issues as the establishment of job classifications and wage brackets for individual shipyards, job upgrading programs, wage increases, shift premiums, special work differentials, overtime rates, travel pay, the maintenance of union membership, seniority provisions, and vacation plans. Included are intraoffice memoranda, some related correspondence with shipbuilders and labor unions, and National War Labor Board press releases. Arranged alphabetically by name of the company concerned. Some unarranged correspondence, memoranda, and Commission and National War Labor Board issuances are at the beginning of the series.

RECORDS OF THE CHAIRMAN RELATING TO MATTERS OTHER THAN SHIPBUILDING.
1941-43. 2 ft.

6

Accumulated in connection with his participation in other war industry stabilization activities from May 1942 to January 1943 as Chief of the War Production Board's Stabilization Branch and its successor, the Shipbuilding Stabilization Branch. The records consist of correspondence and telegrams exchanged with employer associations, aircraft manufacturers, unions, and concerned war agencies; memoranda; minutes, transcripts, exhibits, policy statements, and other records of airframe wage stabilization conferences; reports; wage bracket data; copies of National War Labor Board directive orders; press releases of stabilization agencies; and newspaper clippings. They relate to wage and labor relations stabilization developments in the Douglas fir, railroad, tool and die, and Pacific coast airframe industries, including the development of wage stabilization policies; the objectives, activities, and results of airframe stabilization conferences; arrangements for and purposes of a proposed Detroit tool and die stabilization conference; and the settlement of wage and nonwage issues in important National War Labor Board cases. Arranged alphabetically by name of industry.

REFERENCE MATERIALS. 1941-46. 3 ft.

7

Mainly published memoranda, reports, orders, opinions, recommendations, plans, statistical compilations, and press releases emanating from the War Production Board, the Shipbuilding Stabilization Committee, the National War Labor Board, the Bureau of Labor Statistics, and other Government agencies; and issuances of labor organizations. They relate chiefly to economic trends, the manpower situations, and labor relations matters in the shipbuilding and other war industries, such as the development of wage stabilization policies, the application and interpretation of Zone Standards Agreements, the policy on length of shifts, and the settlement of case issues involving wage increases, shift premiums, repair and conversion work differentials, overtime compensation, retroactive pay, job classification systems, the maintenance of union membership, grievance procedures, seniority, vacation plans, and other matters. Arranged alphabetically by name of agency, union, or other organization.

APPENDIX I

Classification Scheme for Records

Outline

00/0	
01/0	GENERAL POLICY
02/0	ORGANIZATION. SHIPBUILDING STABILIZATION COMMITTEE
03/0	ZONE PANELS
05/0	CONFERENCES. ZONE STANDARDS
06/0	SHIPYARD COVERAGE
07/0	PUBLIC RELATIONS
08/0	INDIVIDUAL FILES
10/0	<u>ADMINISTRATION OF THE OFFICE OF THE CHAIRMAN</u>
11/0	GENERAL
13/0	SERVICES AND FISCAL
16/0	PERSONNEL
30/0	<u>ZONE STANDARDS. APPLICATION OF</u>
32/0	WAGE RATES
33/0	PREMIUM PAY
34/0	OVERTIME
36/0	PROVISIONS OTHER THAN WAGES
37/0	NON-COMPLIANCE ALLEGED
38/0	INTERPRETIVE RULINGS
50/0	<u>UTILIZATION (Manpower and Material)</u>
51/0	GENERAL
52/0	LABOR SUPPLY AND DEMAND
53/0	ALLOCATION OF LABOR
54/0	EFFICIENCY
55/0	LENGTH AND NUMBER OF SHIFTS
56/0	UTILIZATION OF FACILITIES
700/	<u>FACTS, STUDIES, STATISTICS</u>
80/0	<u>INDUSTRIAL RELATIONS</u>
82/0	PRODUCTION DRIVE
85/0	PERSONNEL PRACTICES
88/0	DISPUTES

00/ UNDETERMINED (Temporary classification assigned pending proper classification)

01/0 GENERAL POLICY

01/10 GENERAL

01/110 SPECIAL
01/13 Legislative
01/14 Judicial
01/15() Executive Orders, by Number
01/160 OFFICE OF WAR MOBILIZATION
01/162 Director
01/166 Economic Stabilizer
01/17() NWLB ORDERS

02/0 ORGANIZATION (WPB)

02/20 ORGANIZATION OF SBSC

02/210 SPECIAL

02/211 Policy, Jurisdiction
02/217 Reports on work of
02/2180 OPINIONS OF
02/2183 Management
02/2184 Labor
02/2186 Government

02/220 ORGANIZATION PROPOSALS

02/222:date By date

02/224 Under E.O. 9250

02/24 War Production Board Orders (OPM)

02/260 RELATIONSHIPS

02/266 Shipbuilding Commission N.W.L.B.

02/30 MEMBERSHIP OF SBSC

02/310 SPECIAL

02/313 Miscellany

02/315 Correspondence

02/32-name Representation Problems

02/33 Information Sent to Members

02/36 Notification of Appointments

02/37 Lists of Membership

02/40 MEETINGS OF SBSC

02/410 SPECIAL

02/415 Correspondence Re

02/417 Reports on

02/42:date Call of (Including correspondence re)

02/43:date Agenda

02/44:date Proceedings

02/46:date Verbatim transcripts

02/50 INTERIM SUBCOMMITTEES OF SBSC

02/52-name By Committee

02/0 ORGANIZATION (WPB) (Continued)

02/60 PROCEDURE
 02/620 JOINT AGENCY POLICY COM.
 02/624:date Meetings
 02/640 ADMINISTRATIVE PROCEDURES
 02/642:date Proposals
 02/646() Memoranda
 02/68() Mail Ballots
 02/70 HISTORY OF SBSC

03/0 ORGANIZATION ZONE PANELS
 [Breakdown 03/20 like 02/0]

03/10 SPECIAL
 03/20 ATLANTIC COAST ZONE PANEL
 03/220 ORGANIZATION
 03/2210 SPECIAL
 03/230 MEMBERSHIP
 03/240 MEETINGS
 03/250 INTERIM SUBCOMMITTEES OF
 03/260 PROCEDURES
 03/30 GULF COAST ZONE PANEL
 03/40 PACIFIC COAST ZONE PANEL
 03/50 GREAT LAKES ZONE PANEL

05/0 CONFERENCES. ZONE STANDARDS

05/10 GENERAL
 05/110 SPECIAL
 05/120 DEFINITIONS
 05/122 of Shipbuilding
 05/124 of Zones
 05/130 RE: AGREEMENTS
 05/132 Summaries of Zone Standards
 05/134 Digest of Zone Standards
 05/20 ATLANTIC COAST CONFERENCES
 05/220 GENERAL CONFERENCES
 05/2210 GENERAL
 05/22110:date SPECIAL
 05/2216:date Duplicated Material
 05/2217:date Press Notes & Releases
 05/2218:date Requests for Conferences
 05/222:date Call of the Conference
 05/2230 THE CONFERENCE
 05/2232:date Registration
 05/2233:date Agenda
 05/2234:date Proceedings
 05/2236:date Transcripts
 05/2238:date Representation Problems

05/0 CONFERENCES. ZONE STANDARDS (Continued)

05/20 ATLANTIC COAST CONFERENCES (Continued)

05/220 GENERAL CONFERENCES (Continued)

05/224:date Subcommittee Meetings

05/226:date Tentative Agreements

05/227:date National War Labor Board

05/228:date Ratification

05/23:date Text of Zone Standards

05/240 MASTER AGREEMENT

05/2410 SPECIAL

05/243:date Text

05/246:date Modification

05/247:date National War Labor Board

05/250 CONFERENCES ON CONTINUOUS OPERATIONS

05/2510 GENERAL

05/25110 SPECIAL

05/2517:date Press Notices & Releases

05/2518:date Requests for Conferences

05/252:date Call of the Conference

05/2530 THE CONFERENCE

05/2532:date Registration

05/2533:date Agenda

05/2534:date Proceedings

05/2536:date Transcripts

05/2538:date Representation Problems

05/256:date Resolutions and Agreements

05/257:date National War Labor Board

05/258:date Ratification

05/260 CONFERENCES ON SHIP REPAIR

05/2610 GENERAL

05/26110 SPECIAL

05/2617:date Press Notices & Releases

05/2618:date Requests for Conferences

05/262:date Call of the Conference

05/2630 THE CONFERENCE

05/2632:date Registration

05/2633:date Agenda

05/2634:date Proceedings

05/2636:date Transcripts

05/2638:date Representation Problems

05/266:date Resolution and Agreements

05/267:date National War Labor Board

05/268:date Ratification

05/30 GULF COAST CONFERENCES

 [Breakdown under 05/30 like that under 05/20]

05/40 PACIFIC COAST CONFERENCES

 [Breakdown under 05/40 like that under 05/20]

05/50 GREAT LAKES CONFERENCES

 [Breakdown under 05/50 like that under 05/20]

05/0 CONFERENCES. ZONE STANDARDS (Continued)

05/70 INDEPENDENT UNIONS

05/720 GENERAL CONFERENCES

05/7210 GENERAL

05/72110 SPECIAL

05/7216:date Duplicated Material

05/7217:date Press Notices & Releases

05/7218:date Requests for Conferences

05/722:date Call of the Conference

05/7230 THE CONFERENCE

05/7232:date Registration

05/7233:date Agenda

05/7234:date Proceedings

05/7236:date Transcripts

05/7238:date Representation Problems

05/724:date Subcommittee Meetings

05/726:date Resolutions and Agreements

05/727:date National War Labor Board

05/728:date Ratification

05/80 NATIONAL CONFERENCES

05/820 GENERAL CONFERENCES

05/8210 GENERAL

05/82110 SPECIAL

05/8216:date Duplicated Material

05/8217:date Press Notices & Releases

05/8218:date Request for Conferences

05/822:date Call of the Conferences

05/8230 THE CONFERENCE

05/8232:date Registration

05/8233:date Agenda

05/8234:date Proceedings

05/8236:date Transcripts

05/8238:date Representation Problems

05/824:date Subcommittee Meetings

05/826:date Tentative Agreements

05/827:date National War Labor Board

05/828:date Ratification

05/83:date Text of Standards
(Amendments to Zone Standards)

06/0 COVERAGE. SHIPYARDS

06/10 GENERAL

06/110 SPECIAL

06/111 Policy

06/112 Generic

06/113 Miscellaneous

06/12 Certificates of Applicability

06/13 Requests for Extension of Coverage

06/14 Requests to Procurement Agencies for Investigation

06/0 COVERAGE. SHIPYARDS (Continued)

06/10 GENERAL (Continued)

06/15 Memoranda to Procurement Agencies re: Statements of Fact

06/16 Memoranda to Procurement Agencies re: Invitation to Ratify

06/180 Reports on Status of Coverage

06/182 The Chairman

06/183 List of Covered Shipyards

06/185 List of Uncovered Shipyards

06/186 To Procurement Agencies

06/3-name Covered Shipyards, by name

06/5-name Uncovered Shipyards, by name

06/6 Shipyards Geographically Outside the Zone Standards

06/70 DATA ON COVERAGE

06/72 Charts

06/74 Data on Union Agreements

07/0 PUBLIC RELATIONS

07/10 GENERAL

07/110 SPECIAL

07/180 MAILING LIST

07/185-AZ Correspondence Re:

07/187 The List

07/20 REPRESENTATIONS AT MEETINGS, CONVENTIONS, ETC.

07/26:date by date

07/30 FIELD WORK

07/310 SPECIAL

07/320 ATLANTIC COAST ZONE

07/330 GULF COAST ZONE

07/340 PACIFIC COAST ZONE

07/350 GREAT LAKES ZONE

07/360 OUTSIDE ZONES

07/40 PUBLICATIONS

07/410 SPECIAL

07/42-name Magazines

07/43-name Trade Papers

07/44-name Union Papers

07/45-name Government Publications

07/47:date Newspaper Articles

(07/50)

07/60 SPEECHES

07/68-name Speeches, by name of speaker

07/80 PUBLIC COMMENT

07/82 Shipbuilding Stabilization Committee

07/83 Management

07/84 Unions

07/86 Procurement Agencies

08/0 GENERAL CORRESPONDENCE

08/10 GENERAL

08/110 SPECIAL

08/16 Chronological File of Duplicated Material

08/2-AZ Material Not Otherwise Provided for Below

08/3-name Shipyards, by name

08/4-name Unions, by name

(08/5)

08/6-name Government Agencies, by Agency

08/7-name Particular Individuals

08/8-name Staff Members (WPB)

10/ ADMINISTRATION OF THE OFFICE OF THE CHAIRMAN

11/0 ORGANIZATION (Office Labor Production)

11/10 SPECIAL

11/11 Policy

11/12 Generic

11/13 Miscellany

11/15 Correspondence

11/17 Reports

11/180 OPINIONS

11/20 ORGANIZATION OF DIVISION OF SHIPBUILDING STABILIZATION

11/210 SPECIAL

11/22:date Organization Proposals

11/24 Orders

11/40 ADMINISTRATIVE PROCEDURES

11/42 Members Note Books

11/44 Work Manuals

11/46 Charts

11/48 Intra-Office Administrative Memoranda

11/50 CORRESPONDENCE AND RECORDS

11/52 Rules

11/54() File Codes, by Draft Number

11/56 Catalogue of File Contents

11/60 ADMINISTRATIVE RELATIONSHIPS

11/62 Office of Emergency Management

11/64 War Production Board

11/650 Office of Labor Production

11/652 Plant Productivity Division

11/67 Bureau of Labor Statistics

11/68-name Other Government Agencies

13/0 SERVICES AND FISCAL

13/10 SPECIAL

13/2:date Conferences, by date

13/3:date Committee Meetings, by date

13/40 OTHER FIELD ACTIVITIES

03/45:date by date

10/	ADMINISTRATION OF THE OFFICE OF THE CHAIRMAN (Continued)	
13/0	SERVICES AND FISCAL (Continued)	
13/50	SERVICES FOR OFFICE	
13/510	SPECIAL	
13/52	Authorized Signatures	
13/53	Messenger	
13/54	Printing and Duplicating	
13/55	Telephone	
13/560	TRAVEL	
13/5610	SPECIAL	
13/5611	Policy	
13/564	Priorities	
13/568-name	Travel Authority, by name	
13/58	Badges, Passes, Permits	
13/6	Supplies for Office	
13/70	EQUIPMENT	
13/72	Space	
13/73	Building Maintenance	
13/75	Furniture	
13/77	Machines, Other Equipment	
13/80	BUDGET	
13/810	SPECIAL	
13/85:date	Budget, by date	
16/0	PERSONNEL	
16/10	SPECIAL	
16/20	AUTHORITY	
16/25	Civil Service Commission	
16/30	STAFF	
16/32	Job Descriptions	
16/33	Reclassifications and Promotions	
16/34	WAE and WOC	
16/35	Transfers, Releases, Resignations	
16/36	Classification Sheets	
16/37-name	Applications, by name	
16/38-name	Personnel Folders, by name	
16/40	MILITARY DEFERMENT	
16/410	SPECIAL	
16/42	Selective Service Classification	
16/44	Procedure for Deferment	
16/46-name	Key Positions	
16/48-name	Other Positions	
16/50	TIME KEEPING	
16/510	SPECIAL	
16/54	Hours	
16/56	Leave	
16/58	Daily List of Attendance	
16/6	Pay checks and War Bonds	
16/8	Training	

30/0 ZONE STANDARDS, APPLICATION OF

 31/0 GENERAL

 31/10 SPECIAL

 31/11 Policy (IR#7)

 31/12 Generic

 31/13 Miscellany

 31/20 COVERAGE

 31/25 Employees (IR#21, 21A)

 Shipyards SEE: 06/

 31/7 Reimbursement Policy Re: Zone Standards

 31/8 Effective Dates and Duration (IR#18, 23, 25)

32/0 WAGE RATES

 32/10 GENERAL

 32/110 SPECIAL

 32/111 Policy

 32/112 Generic

 32/113 Miscellany

 32/140 NEW CONSTRUCTION vs. SHIP REPAIR

 32/142 Provisions of Agreement

 32/146 Applicability of Agreement (IR#11)

 32/15 Relationship to E.O. 9250

 32/180 MAY 1942 WAGE INCREASES

 32/182 To Whom Applicable (IR#12, 15, 17, 28)

 32/184 How To Be Paid (IR#14, 16, 32, P39)

 32/20 BASIC RATES FOR STANDARD SKILLED MECHANICS

 32/210 SPECIAL

 32/22 Atlantic Coast Zone

 32/23 Gulf Coast Zone

 32/24 Pacific Coast Zone

 32/25 Great Lakes Zone

 32/3-name Rates for Other Classifications, by Classification (IR#31)

 32/5 Piece Rate Workers

 32/80 WAGE REVIEW BY SBSC

 32/82:date By Date of Review

 32/87:date Facts, Studies, Statistics

33/0 PREMIUM PAY (Other than overtime, SEE: 34/0)

 33/10 SPECIAL

 33/11 Policy

 33/12 Generic

 33/13 Miscellaneous

 33/5 Reimbursement for Lunch Periods

 33/60 SHIFT PREMIUMS (day, swing, night)

 33/610 GENERAL

 33/6110 SPECIAL

 33/615 Piece Rate Workers

 33/618 Application of Wage Increase to (IR#32)

 33/62 Atlantic Coast Zone

 33/63 Gulf Coast Zone

 33/64 Pacific Coast Zone

 33/65 Great Lakes Zone

30/0 ZONE STANDARDS, APPLICATION OF (Continued)

33/0 PREMIUM PAY (Continued)

33/80 BONUSES AND PREMIUM MEN

33/810 GENERAL

33/8110 SPECIAL

33/815 Piece Rate Workers

33/82 Atlantic Coast Zone

33/83 Gulf Coast Zone

33/84 Pacific Coast Zone

33/85 Great Lakes Zone

34/0 OVERTIME

34/10 GENERAL

34/110 SPECIAL

34/111 Policy

34/112 Generic

34/113 Miscellany

34/13 Modification of Individual Agreement by Zone Standards (IR#1)

34/140 NEW CONSTRUCTION vs. SHIP REPAIR

34/142 Provision of Agreement

34/146 Determination of Applicability

34/16 Relationship to Shift Premiums

34/180 E.O. 9250 as Subject; Not authority

34/1820 TEXT

34/1821 of Order

34/1822 of Stays

34/1824 of Exemption

34/1860 APPLICABILITY

34/1861 of Order

34/1862 of Stays

34/1864 of Exemption

34/1880 PROMULGATIONS AND RELEASES

34/1881 of Order

34/1882 of Stays

34/1884 of Exemption

34/40 HOURS OUTSIDE 8-HOUR SHIFT

34/410 SPECIAL

34/411 Policy

34/412 Generic (IR#10)

34/413 Miscellany

34/420 BY ZONE

34/43-name By Classification

34/44 Part Time Work

34/45 Piece Rate Workers

30/0	ZONE STANDARDS, APPLICATION OF (Continued)	
34/0	OVERTIME (Continued)	
34/60	ESTABLISHED WORK WEEK	
34/610	GENERAL	
34/6110	SPECIAL	
34/6111	Policy	
34/6112	Generic	
34/6113	Miscellany	
34/614	Relation to Calendar Week and Holidays (IR#6, 22)	
34/615	Relation to 40-hour Week (IR#25, 33)	
34/616	Relation to Shift Premium (IR#20)	
34/618	Ship Repair (IR#13)	
34/65	Piece Rate Workers	
34/660	DETERMINING SHIFT WORKED	
34/663	When Employee Starts on Other Than First Shift (IR#19)	
34/665	When 7 Shifts Are Worked Outside Est. W.W. (Back to Back) (P.48)	
34/666	When One 8-hour Shift is on a different day shift	
34/667	When One Shift is on a Different Job	
34/668	Hours Outside 8-hour Shift Counted as Shift Worked (IR#26, 30)	
34/680	CREDITING SHIFTS NOT WORKED	
34/6820	PARTIALLY WORKED SHIFTS (Amount of Time Missed)	
34/6822	Miscellany	
34/6823	Reporting Late (IR#34, P-42)	
34/6825	Leaving Early (IR#8)	
34/6840	VOLUNTARY ABSENCE	
34/6842	No Reason (IR#5)	
34/6844	Union Activities (IR#27)	
34/6846	Charged Against Vacation (IR#9)	
34/6850	INVOLUNTARY ABSENCE	
34/68510	SPECIAL	
34/6853	Legally Required Absence	
34/6854	Sickness (IR#36)	
34/6855	Injury (IR#3, 36)	
34/6856	Inclement Weather	
34/6857	Transportation Breakdown	
34/6858	Nat. Defense Teaching (IR#24)	
34/6860	ORDERED NOT TO WORK	
34/6863	After Reporting (IR#4)	
34/6865	Advance Notice	
34/688	When On A Holiday Shutdown (IR#2)	
34/80	CALENDAR PREMIUM DAYS	
34/810	GENERAL	
34/8110	SPECIAL	
34/815	Piece Rate Workers	
34/816	Amount of Premium Pay On (IR#29)	

30/0	ZONE STANDARDS, APPLICATION OF (Continued)	
34/0	OVERTIME (Continued)	
34/80	CALENDAR PREMIUM DAYS (Continued)	
34/820	HOLIDAYS	
34/8210	SPECIAL	
34/822	Atlantic Coast Zone	
34/823	Gulf Coast Zone	
34/824	Pacific Coast Zone	
34/825	Great Lakes Zone	
34/840	SATURDAYS AND SUNDAYS, PER SE	
34/8410	SPECIAL	
34/842	Atlantic Coast Zone	
34/843	Gulf Coast Zone	
34/844	Pacific Coast Zone	
34/845	Great Lakes Zone	
(35/0)		
36/0	PROVISIONS OTHER THAN WAGES AND HOURS	
36/4	Vacations	
36/6	Training Program	
37/0	NON-COMPLIANCE ALLEGED	
37/10	SPECIAL	
37/3-name	Cases, by name of shipyard	
38/0	INTERPRETIVE RULINGS	
38/10	SPECIAL	
38/11	Policy	
38/12	Generic	
38/13	Miscellany	
38/15	Correspondence	
38/3(P)	Proposed Rulings, by P Number (white label)	
38/5	Official Signed Rulings (red label)	
38/6	Issued Rulings, by Number (green label)	
50/0	UTILIZATION (Manpower and Material)	
51/0	GENERAL	
51/10	SPECIAL	
51/20	MANPOWER POLICY	
51/5	Occupational Classification	
52/0		
52/2	Labor Requirements	
52/60	LABOR SUPPLY	
52/63	Women	
52/64	Children	
52/660	MINORITY GROUPS	
52/662	Physically Handicapped	
52/664	Negroes	
52/665	Released Prisoners	
52/666	Aliens	
52/668	Aged Workers	

50/0	UTILIZATION (Manpower and Material) (Continued)	
53/0	ALLOCATION OF LABOR	
53/10	SPECIAL	
53/20	SELECTIVE SERVICE SYSTEM	
53/210	SPECIAL	
53/26	Deferment of Shipyard Workers	
53/30	LABOR RECRUITMENT	
53/310	SPECIAL	
53/36	War Manpower Commission, Control of	
53/4	Ratio of Occupational Classification to Each Other	
53/50	MIGRATION OF LABOR	
53/510	SPECIAL	
53/52	Turnover	
53/56	Transfers	
53/58	Freezing Jobs	
53/60	PIRATING	
53/610	SPECIAL	
53/611	Policy	
53/612	Generic	
53/613	Miscellany	
53/630	PREVENTION OF (AGREEMENTS) [By Zone]	
53/660	AREA CONDITIONS [By Zone]	
53/680	ALLEGATIONS AGAINST SPECIFIC SHIPYARDS [By Zone]	
54/0	EFFICIENCY	
54/10	SPECIAL	
54/2	Training	
54/30	IN PLANT	
	(Absenteeism. See: 82/2)	
54/32	Loafing	
54/33	Incentive System	
54/34	Hour and Fatigue	
54/35	Health	
54/36	Safety. Accidents	
(54/4)		
(54/5)		
54/60	COMMUNITY	
54/640	Food	
54/644	Lunch	
54/646	Rationing	
54/648	Supplementary Meals	
54/66	Housing	
54/68	Transportation	
54/80	DISCRIMINATION	
54/830	RACIAL - By Zone	
54/85	Religious	

50/0	UTILIZATION (Manpower and Material) (Continued)	
55/0	LENGTH AND NUMBER OF SHIFTS	
55/10	SPECIAL	
55/11	Policy	
55/30	CONTINUOUS OPERATION	
55/310	SPECIAL	
55/318	All Zones	
55/320	ATLANTIC COAST ZONE	
55/3230	ARGUMENT	
55/3233	Pro (3-8 hour shifts)	
55/3235	Con	
55/325	Program	
55/330	GULF COAST ZONE	
55/3330	ARGUMENT	
55/3333	Pro	
55/3335	Con	
55/335	Program	
55/340	PACIFIC COAST ZONE	
55/3430	ARGUMENT	
55/3433	Pro	
55/3435	Con	
55/345	Program	
55/350	GREAT LAKES ZONE	
55/3530	ARGUMENT	
55/3533	Pro	
55/3535	Con	
55/355	Program	
55/70	FACTS, STUDIES, STATISTICS	
55/710	SPECIAL	
55/72	Atlantic Coast Zone	
55/73	Gulf Coast Zone	
55/74	Pacific Coast Zone	
55/75	Great Lakes Zone	
55/78	All Zones	
55/80	SPECIFIC CASES ON LENGTH OF SHIFTS [By Zone]	
58/0	OF FACILITIES	
58/10	SPECIAL	
58/2	Productivity	
58/30	MATERIAL	
58/35	Shortages	
58/40		
58/42	Concentration	
58/430	CONTRACTS	
58/436	Escalator Clause	
58/44	Small Plants	
58/46	Component Parts	

50/0 UTILIZATION (Manpower and Material) (Continued)
58/0 OF FACILITIES (Continued)
58/50 UPTOWN SHOPS
58/510 SPECIAL
58/511 Generic
58/52-name Atlantic Coast Zone
58/53-name Gulf Coast Zone
58/540 Pacific Coast Zone
58/542-name Southern California
58/544-name San Francisco Bay Area
58/546-name Oregon & Columbia River Basin
58/548-name Puget Sound Area
58/55-name Great Lakes Zone
58/6 SUB CONTRACTORS
(58/7)
58/80 SPECIFIC YARD (Utilization of) [By Zone]

700/ FACTS. STUDIES. STATISTICS
Three digits precede the diagonal because the number 7
is used as a suffix before the codes of the rest of the
outline.

701/ Shipbuilding Industry
702/ Government and Shipbuilding Industry
707/ Public Opinion
708/0 REPORTS. PLANS. STUDIES
708/3-name Shipyards
708/4-name Unions
708/6-name Government Agencies
720/ WAGES. EARNINGS. COSTS
730/ ZONE STANDARDS
750/ UTILIZATION
751/5 Job Classifications
752/2 Labor Requirements
752/6 Labor Supply
753/0 ALLOCATION OF LABOR
754/0 EFFICIENCY
755/0 LENGTH OF SHIFTS
758/0 OF FACILITIES
758/432 Contracts
758/46 Escalator Clause
780/ INDUSTRIAL RELATIONS
782/2 Absenteeism
782/3 Morale
788/0 DISPUTES. STRIKES

80/	INDUSTRIAL RELATIONS
81/0	SPECIAL
82/0	PRODUCTION DRIVE
82/10	GENERAL
82/110	SPECIAL
82/15	Efficiencies Suggested
82/180	INEFFICIENCIES ALLEGED [By Zone]
82/2	Absenteeism
82/40	LABOR-MANAGEMENT PRODUCTION COMMITTEES
82/410	SPECIAL
82/42-name	Atlantic Coast Zone
82/43-name	Gulf Coast Zone
82/44-name	Pacific Coast Zone
82/45-name	Great Lakes Zone
82/8	Shipbuilding Industry Public Relations
85/0	PERSONNEL PRACTICES
85/30	HIRING PRACTICES
85/33	Company
85/35	Union
85/40	UNFAIR LABOR PRACTICES
85/43	Dismissals
85/45	Classification. Promotion. Demotion
85/5	Seniority
85/6	Closed Shop
85/8	Anti-Union Activity
86/0	LABOR STANDARDS. SEE: 54/0
88/0	DISPUTES. STRIKES
88/10	SPECIAL
88/20	GENERAL DISPUTES [By Zone]
88/80	JURISDICTIONAL DISPUTES
88/810	SPECIAL
88/82-name	Atlantic Coast Zone
88/83-name	Gulf Coast Zone
88/84-name	Pacific Coast Zone
88/85-name	Great Lakes Zone

APPENDIX II

Select List of Reports, Studies, and Other Significant Documents

Most of these documents are in the series described in entry 1; the others are in the series described in entries 4, 6, and 7. The few reports pertaining to shipbuilding stabilization history but located elsewhere than in Record Group 254, Records of the Shipbuilding Stabilization Committee, are marked by asterisks.

Administrative Procedure Memoranda. Nos. 1-6. Issued by the Shipbuilding Stabilization Committee. Aug. 5, 1942-Aug. 8, 1945. Processed.

Prescribed procedures for Committee meetings and for the amendment, application, and interpretation of the Zone Standards Agreements.

America Needs a Shipbuilding Program; a Fact-Sheet for the IUMSWA-CIO. Issued by the Industrial Union of Marine and Shipbuilding Workers of America. n.d. 13 p. Processed.

A plea for a postwar shipbuilding program in the light of problems created by our lagging shipbuilding construction after World War I and our economic and defense needs after World War II. Information in this publication indicates that it was prepared in 1947.

Analysis of the Shipbuilding Program. Memorandum from H. O. Rogers to Stacy May. Feb. 24, 1941. 4 [5] p. Typed and photostated.

A report, with 5 statistical charts and tables, on the scheduled shipbuilding programs for merchant ships (1941-43) and naval vessels (1941-46).

[Approvable Wage Rate Structures Tentatively Established by the Shipbuilding Commission, National War Labor Board, for Shipyards Covered by the Atlantic Coast, Gulf, and Great Lakes Zone Standards Agreements After Reviews of the Zonal Wage Rates. n.d., Sept. 8, 1944, May 20, 1944.] 4, 4, 3 p. Processed.

These wage rates could be placed in effect at a shipyard only after approval had been secured from the Shipbuilding Commission on National War Labor Board Form 10, or as a result of a directive order in a dispute case settled by the Commission.

Chapter on Labor in the Shipbuilding Industry; for Yearbook of American Labor: 1944, To Be Published by the Philosophical Library. By Paul R. Porter. n.d. 13 p. Processed.

A history of shipyard labor relations, shipbuilding wage stabilization developments, and the Shipbuilding Stabilization Committee from 1940 to 1943.

The Demand and Supply of Labor in Shipyards. Dec. 2, 1940. [16] p. Typed. Confidential.

Digest of Shipbuilding Zone Standards Agreements as Amended. Prepared by the Chairman, Shipbuilding Stabilization Committee. Washington, Jan. 20, 1943. 5, 6, [1], 5, 5 p.

Paul R. Porter was then Chairman of the Shipbuilding Stabilization Committee.

Disposition of the Annual Wage Reviews as Provided for in the Chicago Amendments to the Atlantic, Gulf, Pacific and Great Lakes Zone Standards Agreements, Dated May 16, 1942. Memorandum from E. A. McMillan, Chairman, Shipbuilding Stabilization Committee, to Louis Sherman, Special Assistant to the Secretary. Feb. 14, 1947. 7 p. Typed.

Lewis Sherman was then Special Assistant to the Secretary of Labor.

Earnings in Ship-Construction Yards, Fall of 1942. Prepared by Willis C. Quant; issued by the Division of Wage Analysis, Working Conditions and Industrial Relations Branch, Bureau of Labor Statistics, United States Department of Labor. July 20, 1943. [i], 32 p. Processed.

Preliminary report.

Effect on Shipbuilding Wage Costs of 1942 Amendments to Zone Standards Agreements. Memorandum from Horace B. Drury, Principal Economic Adviser, Shipbuilding Stabilization Branch, to Paul R. Porter, Chairman, Shipbuilding Stabilization Committee. Apr. 1, 1943. 15, [1] p. Processed.

With a chart showing the monetary increase or decrease in shipbuilding wage costs resulting from the 1942 amendments.

Employment of Part Time Workers. Issued by the Office of Economic Advisor, Office of Labor Production, War Production Board. Aug. 26, 1943. 12 p. Processed.

Includes data on the sources, extent, and problems of part-time workers and suggested standards for part-time employment. Probably prepared by S. Rottenberg as his name appears on the first page.

Establishment of an Agency in the War Labor Board to Handle Wage Problems in the Shipbuilding Industry With Respect to Executive Order No. 9250; and Its Relationship to the Shipbuilding Stabilization Committee. Memorandum from Paul R. Porter to William H. Davis. Dec. 4, 1942. 6, 5, 2, 2, 2, [1] p. Processed.

Includes attachments consisting of correspondence and memoranda mainly regarding proposed revisions of the functions and organization of the Shipbuilding Stabilization Committee.

Labor Requirements Estimated for the Shipbuilding Industry Under the National Defense Program as of December 31, 1940. Issued by the Bureau of Labor Statistics, United States Department of Labor. Washington. n.d. [ii], 28 p. Processed.

Information in the memorandum of transmittal indicates that this report was completed on January 25, 1941.

Estimated Labor Requirements for the Shipbuilding Industry Under the National Defense Program. Issued by the Bureau of Labor Statistics, United States Department of Labor. Washington, Apr. 19, 1941. [iii], 42 p. Processed.

Prepared by Edward M. Gordon and Harold Wolkind, Division of Construction and Public Employment.

Estimated Labor Requirements for the Shipbuilding Industry Under the National Defense Program. Issued by the Division of Construction and Public Employment, Bureau of Labor Statistics, United States Department of Labor. Washington, Nov. 22, 1941. [iii], 44 p. Processed. Restricted.

Prepared by Edward M. Gordon and Henry F. Haase, Division of Construction and Public Employment.

Estimated Labor Requirements for the Shipbuilding Industry. Prepared by the Bureau of Labor Statistics, United States Department of Labor. Washington, Mar. 16, 1942. 39 p. Processed. Confidential.

Prepared by Edward M. Gordon, Division of Construction and Public Employment, Bureau of Labor Statistics.

Estimated Labor Requirements for the Shipbuilding Industry as of December 31, 1942. Issued by the Division of Construction and Public Employment, Bureau of Labor Statistics, United States Department of Labor. Washington, Feb. 6, 1943. 26 p. Processed. Confidential.

Prepared by Edward M. Gordon and Chester F. Schimmel, Division of Construction and Public Employment.

Estimated Labor Requirements for the Shipbuilding Industry as of April 30, 1943. Prepared by the Division of Construction and Public Employment, Employment and Occupational Outlook Branch, Bureau of Labor Statistics, United States Department of Labor. Washington, June 30, 1943. 46 p. Processed. Confidential.

Failure to Achieve Maximum Production in Shipyards. Prepared by the General Executive Board, Industrial Union of Marine and Shipbuilding Workers of America Affiliated With the Congress of Industrial Organizations. Camden, N. J., [Mar. 1942]. [68] p. Typed.

A collection of employee statements regarding alleged wastage of shipyard manpower and of materials, and poor workmanship.

The Financial Status of the Shipbuilding and Ship Repair Industry in the United States as of January, 1944. Issued by the Industrial Union of Marine and Shipbuilding Workers of America, C.I.O. Sept. 1944. 42 p. Printed.

Includes financial data on shipbuilding firms from 1939 to 1943. Prepared by the Research Department, I.U.M.S.W.A., C.I.O.

Future of Shipbuilding Stabilization. Memorandum from E. A. McMillan, Acting Chairman, Shipbuilding Stabilization Committee, to Joseph D. Keenan, Vice Chairman for Labor Production. Sept. 11, 1945. [1], 5 p. Processed.

A discussion of the shipbuilding stabilization program following World War I and recommendations for the continuance of the Zone Standards arrangement after World War II.

History of the Shipbuilding Labor Adjustment Board 1917 to 1919. By Willard E. Hotchkiss and Henry R. Seager; issued by the Bureau of Labor Statistics, U. S. Department of Labor. Washington, May 1921. 107 p. Printed. (Bureau of Labor Statistics Bulletin No. 283.)

History of the Shipbuilding Stabilization Committee; Its Origin and Purposes. [1941.] 7 p. Typed.

*History of Shipbuilding Stabilization; a Study of Industrial Relations in a Key War Industry (Part I). By Horace B. Drury; issued by the Industrial College of the Armed Forces, Technical Liaison Staff. Washington, June 1947. iv, 243 p. Processed. (Technical Analysis Publication No. R 96.)

Preliminary draft. Part I, titled "Problems in Preview and Earlier Solutions" in the table of contents, covers the history of shipbuilding stabilization from 1907 through the period of the National Recovery Administration. The remaining parts of the study are described in the next entry. A copy of this publication is in the Industrial College of the Armed Forces Library, Washington, D. C.

Mr. Drury was formerly principal economic adviser of the Shipbuilding Stabilization Committee.

*History of Shipbuilding Stabilization, a Study of Industrial Relations in a Key War Industry. Part II, Stabilization in the Framework of National Defense. By Horace B. Drury. 1957. xi, 390 p. Typed.

Part II covers the history of shipbuilding stabilization from the NRA period through 1941. A copy of Part II is in the Industrial Records Division of the National Archives.

No work was done on the projected Parts III and IV of the "History of Shipbuilding Stabilization." These parts were respectively titled "Stabilization under Conditions of War" and "Looking Backward and Forward" and were to deal with the World War II and postwar periods.

Hourly Earnings in Private Shipyards, 1942. Issued by the Bureau of Labor Statistics, United States Department of Labor. Washington, 1943. iii, 24 p. Printed. (Bureau of Labor Statistics Bulletin No. 727.)

Hourly Earnings in Private Shipyards, Spring 1942. Prepared by Willis C. Quant; issued by the Division of Wage Analysis, Working Conditions and Industrial Relations Branch, Bureau of Labor Statistics, United States Department of Labor. Sept. 15, 1942. [i], 32, [1] p. Processed. Confidential.

Preliminary edition.

Hourly Earnings in the Shipbuilding Industry on the Pacific Coast. Prepared by Willis C. Quant; issued by the Division of Wage Analysis, Working Conditions and Industrial Relations Branch, Bureau of Labor Statistics, United States Department of Labor. July 20, 1942. [i], 10 p. Processed. Confidential.
Preliminary edition.

Hourly Rate Survey--March, 1942. n.d. [142] p. Typed.

A report containing tabular, hourly wage rate data by airframe firm and occupation.

[Hourly Wage Rates for Selected Occupations in the Shipbuilding Industry for Various Periods From 1911 to 1942.] n.d. 11 p. Typed.
Contains tabular wage data.

Interpretive Rulings. Docket Nos. 1-52. Issued by the Shipbuilding Stabilization Committee. Aug. 8, 1942-Aug. 29, 1945. Typed and processed sets.

Formal interpretations of the Zone Standards Agreements and amendments.

Labor and Manpower Administration in War Production. By R. Burr Smith. n.d. 2, 37, [5] p. Processed.

An account of the organization and functions of the labor and manpower offices of the Council of National Defense, the Office of Production Management, and the War Production Board (including the Shipbuilding Stabilization Committee and its administrative arm, the Shipbuilding Stabilization Branch) from 1940 to 1942, with three related appendixes and one attachment.

Labor and Shipbuilding. [July 15, 1941.] 23 p. Typed.

A review of the reasons for the establishment of the Shipbuilding Stabilization Committee and of its early work.

Labor Turnover. Issued by the Office of Labor Production, War Production Board. June 22, 1943. 8, [3] p. Processed.

A study of industry labor turnover rates during the period 1910-43, with two related tables.

Labor Turnover in Southern California Aircraft Plants. Memorandum from Roy L. Reuther to Andrew J. Biemiller. Nov. 20, 1942. 5, [4] p. Processed.

With four exhibits containing airframe industry wage rate and employee separation data.

Length of Shifts in Shipyards. Memorandum from Paul R. Porter to members of the Shipbuilding Stabilization Committee. n.d. 20 p. Processed.

Issued as a preliminary draft for consideration within the Labor Division of the War Production Board. A discussion of the length of work shifts problem and related recommendations by the Committee Chairman.

Memorandum Concerning Interim Policy of Twelve Hour Shift Operations for Repair Work in the San Francisco Bay Area. July 30, 1943. 8 p. Processed.

Embodies questions, discussions of the issues involved, and proposed solutions.

National Averages for Earnings and Hours in Shipbuilding and Other Selected Industries, January 1941, March 1943, and Selected Intermediate Months, with Per Cent Increase Over January 1941. n.d. 1 p. Processed.
Contains tabular wage and hour data.

Notes (for Discussion Purposes Only) on Simplifying Wage Control in the Shipbuilding Industry. Jan. 28, 1944. 8 p. Processed.
Prepared by Paul R. Porter.

Occupational Hazards to Young Workers; the Shipbuilding and Ship-Repairing Industry. Issued by the Children's Bureau, U. S. Department of Labor. Mar. 25, 1942. [2], i, 62 p. Processed. (Report No. 7.)

Prepared by Sheldon W. Homan, safety engineer, and Helen Wood, associate in hazardous occupations research. This report was the seventh of a series compiled before the issuance of hazardous-occupations orders by the Chief of the Children's Bureau.

Organization and Membership (Since 1900) of Certain AFL Metal Trades Unions Concerned With Shipbuilding. n.d. [7] p. Typed.
Includes membership data through 1941.

Partial List of Ship and Boat Yards Not Covered by Zone Standards Agreements. Issued by the Shipbuilding Stabilization Committee, War Production Board. Washington, Oct. 6, 1944. 11 p. Processed.

Preliminary Estimate of Comparative Cost to the Government, Pay of Labor, Degree of Utilization of Capacity, Rate of Shipyard Output, and Drain on Labor Supply When Shipyards Are Operated on Two Ten-Hour Shifts, as Contrasted With Three Shifts Totaling Twenty-four Hours, Employment in Each Case Being for Six Days a Week. 17 p. Processed.

Problems of Women Workers in War Industries. Issued by the Office of Economic Advisor, Office of Labor Production, War Production Board. July 22, 1943. 8, 3 p. Processed.

This report was probably prepared by S. Rottenberg since his initials appear on the first page.

Progress in the Technology of Shipbuilding. n.d. 17 p. Typed.
A report on technological developments in ship construction during World War II.

Recommendation Concerning Request of Seven Pacific Coast Shipyards for Permission to Operate on Basis of Two Ten-Hour Shifts in Lieu of Three

Eight-Hour Shifts. Memorandum from Paul R. Porter, Chairman, to the Shipbuilding Stabilization Committee; issued by the War Production Board. Washington, July 27, 1942. 13 p. Processed.

An evaluation of arguments for and against the establishment of a ten-hour shift system for the Pacific coast shipbuilding area and related recommendations of the Committee Chairman.

Remedies for Absenteeism. [By Janet L. Wile]; issued by the Labor Production Division, War Production Board. [June 11, 1943.] 85 p. Processed. Confidential.

Report of Activities of Shipbuilding Stabilization Branch and Shipbuilding Stabilization Committee. Memorandum from Paul R. Porter, Chief, Shipbuilding Stabilization Branch, to Wendell Lund, Director, Labor Production Division. 7 p. Typed.

A summary of Committee operations from January 1942 to June 1943.

Report on the Activities of the Shipbuilding Stabilization Committee (Division of Shipbuilding Stabilization) for the Calendar Year 1944. n.d. 13 p. Typed.

The memorandum of transmittal is dated January 20, 1945.

Report on Private Shipbuilding Companies on the Pacific Coast. Compiled by the Subcommittee of the Committee on Naval Affairs on Private Shipbuilding Companies on the Pacific Coast, House of Representatives. Washington, 1943. 28 p. Printed. (77th Cong., 2d sess., Subcomm. Rept. 5.)

A report on Pacific coast shipbuilding industry problems related to management, labor, planning, scheduling, and expediting, and to material and tool supplies.

Report and Recommendations of Paul R. Porter, Chairman of Wage Hearing Held at Los Angeles, Calif., Oct. 12-17, 1942, in the matter of: West Coast Airframe Companies (. . .) and United Automobile, Aircraft and Agricultural Implement Workers of America-CIO, International Association of Machinists-AFL, National Union, United Aircraft Welders of America. Issued by the National War Labor Board. [Dec. 18, 1942.] xxi, 98, 23, [3], 14, 6, [3], 2, [2], 24, 10, [15], [4] p. Processed. Two of the attached exhibits are classified as "Confidential."

Relates to National War Labor Board Case Nos. 174, 307, 557, 558, 608, 609, 610, and 673, and includes recommended job classification and wage rate schedules for the Pacific coast airframe industry involved in these cases.

A Report on the Shipbuilding Industry in Texas. [Compiled by the Texas State Employment Service.] [1941.] [i], 15, [3], 7, 118, [86] p. Typed and processed.

Covers labor and employment aspects of the Texas Shipbuilding industry, with similar information in detail for individual shipbuilders. Includes a collation of job descriptions for the shipbuilding industry.

Report of the Shipbuilding Stabilization Subcommittee on Shift Practices, Pacific Coast. n.d. 6 p. Processed.

Information in an attached memorandum indicates that this report was prepared about May 28, 1943, by Capt. L. M. Atkins, United States Navy.

Second Report Louisiana Shipbuilding Industries as of August 30, 1941.

Prepared by the Louisiana State Employment Service. [1941.] [1], 3, [38] p. Processed.

Covers labor aspects of the Louisiana shipbuilding industry, including employment data for individual establishments.

Ship Construction Scheduled for East and West Coasts. Memorandum from Horace B. Drury to Paul R. Porter. Sept. 15, 1944. 12 p. Typed. Confidential.

*Shipbuilding Activities of the National Defense Advisory Commission and Office of Production Management, July 1940 to December 1941. Prepared by Charles H. Coleman under the supervision of James W. Fesler, War Production Board historian; originally issued by the War Production Board on July 25, 1945, and reissued by the Bureau of Demobilization, Civilian Production Administration, April 5, 1946. 8, 148 p. Processed. (Historical Reports on War Administration: War Production Board Special Study No. 18.)

Includes accounts of shipbuilding labor problems and of the organization and work of the Shipbuilding Stabilization Committee, July 1940-December 1941.

Filed in the War Records Division, National Archives.

Shipbuilding and the Defense Program. By H. O. Rogers and Jesse J. Friedman; issued by the Bureau of Research and Statistics, Office of Production Management. Washington, Mar. 29, 1941. ii, 42 p. Processed and photostated. Confidential.

An analysis of merchant and naval ship requirements and of construction programs.

*Shipbuilding Policies of the War Production Board, January 1942-November 1945. Prepared by William Chaikin and Charles H. Coleman under the supervision of George W. Auxier, War Production Board historian; issued by the Bureau of Demobilization, Civilian Production Administration. Apr. 15, 1947. [7], 207 p. Processed. (Historical Reports on War Administration: War Production Board Special Study No. 26.)

Includes accounts of wartime shipyard labor problems and of organizational matters and activities of the Shipbuilding Stabilization Committee, 1942-45. Filed in the War Records Division, National Archives.

Shipbuilding Stabilization Branch. Prepared by the Office of Labor Production, War Production Board. n.d. [26] p. Typed.

1944 budgetary material containing functional and organizational data concerning the Shipbuilding Stabilization Branch and the Shipbuilding Stabilization Committee, 1940-44.

The Shipbuilding Stabilization Committee. n.d. 40 p. Processed.

A history of the Shipbuilding Stabilization Committee from its formation to the end of 1942.

Shipbuilding Stabilization Committee. n.d. 24 p. Typed.

A history of the Shipbuilding Stabilization Committee from its inception to August 1946. Information in the attached memoranda, dated July 22 and August 26, 1946, respectively, indicates that this history was submitted to the Department of Labor as the Committee's 1946 annual report and as a review of its wartime activities.

The Shipbuilding Stabilization Committee. n.d. 5 p. Typed.

A brief review of the Committee's history. Submitted by E. A. McMillan, Chairman, Shipbuilding Stabilization Committee, to Herbert Little, Director of Information, Department of Labor, with a memorandum of transmittal dated September 5, 1946.

Ships Against Hitler; the Story of Labor in America's Greatest Shipbuilding Effort. n.d. [i], 23 p. Typed.

A preliminary draft of the "Ships for Freedom" pamphlet listed below, with an attached list of shipbuilding towns. The letter of transmittal is dated August 23, 1941.

Ships for Freedom; the Story of the Stabilization Program in the Shipbuilding Industry. Issued by the Labor Division, Office of Production Management. Washington, n.d. 22, [1] p. Printed.

A history of the Shipbuilding Stabilization Committee and its Zone Standards Agreements program to early 1942, with a processed addendum summary of the amendments to the Zone Standards Agreements adopted by the National Shipbuilding Conference in May 1942.

*Ships for Victory; a History of Shipbuilding Under the U. S. Maritime Commission in World War II. By Frederic C. Lane with the collaboration of Blanche D. Coll, Gerald J. Fischer, and David B. Tyler. Baltimore, The Johns Hopkins Press, 1951. xxii, 881 p. Printed.

Includes accounts of the shipbuilding stabilization conferences and the Zone Standards Agreements formulated thereat.

Filed in the National Archives Library.

Shipyard Employment 1944-1945; Month: August 1944. n.d. [14] p. Typed.

Statistical tables showing, by shipyard, the recorded employment for August 1944 and the estimated employment for 1945.

Shipyard Labor and the Government in World War I: 1917-1919. By Henry E. Edmunds, Associate Archivist, and Jerome Blum, Assistant Archivist, Historical and Recording Section, Division of Industry Operations, War Production Board. Mar. 5, 1942. 13, 3 p. Processed.

Primarily a history of the Shipbuilding Labor Adjustment Board, but including a brief account of the Emergency Fleet Corporation's Industrial Relations Division.

Shipyards Covered by Zone Standards. Issued by the Shipbuilding Stabilization Committee, War Production Board. Washington, Mar. 31, 1945. 7 p. Processed.

A list of shipyards which accepted the Zone Standards Agreements of their appropriate zones and their respective Certificate of Applicability numbers.

Shipyards Covered by Zone Standards Agreements Classified According to Labor Organizations With Which They Have Agreements. Issued by the Shipbuilding Stabilization Committee, War Production Board. Washington, Sept. 21, 1944. 7 p. Processed.

Stabilization of Shipbuilding. [Issued by the Industrial Union of Marine and Shipbuilding Workers of America, CIO.] [Camden, N. J.] n.d. 11 p. Printed.

A plea for continuing the shipbuilding stabilization program after the war, citing the program's success during World War II and arguing that its continuation was required for national security and peacetime economic prosperity. Information in the pamphlet indicates that it was prepared sometime in 1945 after the war ended.

Statement in Behalf of the Shipbuilding Industry Regarding 1945 Wage Review. [Submitted by H. Gerrish Smith.] Feb. 14, 1946. 3, 17 p. Processed.

Includes a brief history of wage reviews under the Zone Standards Agreements as well as a statement of shipbuilding management's position on the wage review of December 4, 1945-January 30, 1946.

Statement by John Green on the History of Stabilization in the Shipbuilding Industry, April 10, 1944. Apr. 10, 1944. 12 p. Typed.

A review of the promotion of shipbuilding stabilization programs by the Industrial Union of Marine and Shipbuilding Workers of America from 1937 to 1944.

The Story of Shipbuilding Stabilization--a Tri-Partite Agreement. Issued by the Industrial Union of Marine and Shipbuilding Workers of America. Dec. 31, 1946. 9 p. Processed.

A history of the Committee's Zone Standards Agreements program through December 1946.

A Suggested Program of Plant Utilization of Women Workers in the Kaiser Shipbuilding Corporation Yards. Submitted by Sara E. Southall, Consultant, War Manpower Commission, and Supervisor of Employment and Service, International Harvester Co., and Thelma McKelvey, Principal Assistant, War Manpower Commission. May 20, 1943. 8 p. Typed.

Proposed recruitment, personnel, training, health, morale, and employee facility programs designed to improve efficiency, to decrease absenteeism and job turnover among women workers, and to increase employment of women.

Summary Chronological Review of Actions Taken Committing Shipbuilding and Ship Repair Management, Labor and the U. S. Government Through Its Procurement Agencies, to the Tripartite Zone Standards Agreements. 24 p. Typed.

Mainly a chronological review of shipbuilding stabilization developments through November 1945. Information in the letter of transmittal, dated January 3, 1947, indicates that this work was compiled by the Shipbuilding Stabilization Committee soon after December 31, 1946.

Summary of Zone Standards. n.d. 3 p. Processed.

Digests of ship construction and ship repair Zone Standards Agreements.

*The Termination Report of the National War Labor Board; Industrial Disputes and Wage Stabilization in Wartime, January 12, 1942-December 31, 1945. Washington, 1947-49. 3 vols. Printed.

Vol. I includes histories of the Shipbuilding Stabilization Committee and the Shipbuilding Commission and of their Stabilization programs.

Vols. II and III are documentary appendixes.

Filed in the Industrial Records Division, National Archives.

2750 Liberty Ships. By Henry A. Bates; issued by the Division of Shipbuilding Stabilization, War Production Board. Jan. 1945. 8 p. Typed.

A history of Liberty Ship production during World War II.

Union Agreements in Shipbuilding. Issued by the Bureau of Labor Statistics, United States Department of Labor. Washington, 1940. 17 p. Printed. (Bureau of Labor Statistics Serial No. R. 1179.)

A report containing analyses of provisions of shipbuilding agreements. Reprinted from the Monthly Labor Review (Sept. 1940), issued by the Bureau of Labor Statistics.

Wage Rates in the California Airframe Industry, 1941. By Louis M. Solomon and N. Arnold Tolles. Issued by the Bureau of Labor Statistics, United States Department of Labor. Washington, 1942. ii, 26 p. Printed. (Bureau of Labor Statistics Bulletin No. 704.)

Wage Stabilization and Adjustment. By Ralph T. Seward, National War Labor Board; Paul R. Porter, War Production Board; and Roger D. Lapham, National War Labor Board; issued by the American Management Association. New York, 1942. 28 p. Printed. (Personnel Series Number 61.)

Includes accounts of the early development of the stabilization programs of the National War Labor Board and the Shipbuilding Stabilization Committee.

Wartime Employment, Production, and Conditions of Work in Shipyards.

[By Edward M. Gordon, Eleanor V. Kennedy, Albert A. Belman, and Edna Fleckenstein]; issued by the Bureau of Labor Statistics, United States Department of Labor. Washington, [May 10, 1945]. iv, 60 p. Printed. (Bureau of Labor Statistics Bulletin No. 824.)

Weaknesses of Present National Wage Control Policy Considered in Relation to Manpower and Production Requirements. By Paul R. Porter, Chairman, Shipbuilding Stabilization Committee, War Production Board. n.d. 10 p. Processed.

A discussion of the weaknesses of World War II wage and manpower controls because of the separation of administrative responsibility for the two problems, and recommendations for effective wage stabilization policies.

Worker Morale in Five Shipyards. Issued by the Bureau of Intelligence, Office of War Information. Jan. 18, 1943. [i], 39 p. Processed. Confidential. (Surveys Division Memorandum No. 44.)

The Zone Standards Agreements and Amendments. Issued by the Office of the Chairman, Shipbuilding Stabilization Committee, Department of Labor. Washington, Nov. 12, 1946. ii, 37 p. Processed.

Texts of ship construction and ship repair Zone Standards Agreements and amendments.

Zone Standards Coverage. Prepared by the Shipbuilding Stabilization Committee, War Production Board. Washington, n.d. 14 p. Typed.

A list of shipyards considered exempt from application of the Zone Standards Agreements in their respective zones as of February 27, 1943, but subject to further determinations of the Committee. The list was probably compiled about the same time.

For a list of other preliminary inventories, see the list of National Archives publications, which may be obtained upon request from the Exhibits and Publications Branch, National Archives, General Services Administration, Washington 25, D. C.

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PRELIMINARY



INVENTORIES

Number 122

RECORDS OF THE COLLECTOR OF CUSTOMS

PUGET SOUND DISTRICT

IN THE FEDERAL RECORDS CENTER

SEATTLE, WASHINGTON

Compiled by Elmer W. Lindgard

RECEIVED BY THE

NOV 13 1962

U.S. NATIONAL ARCHIVES

The National Archives
National Archives and Records Service
General Services Administration

Washington: 1960

PRELIMINARY INVENTORY OF THE RECORDS OF
THE COLLECTOR OF CUSTOMS
PUGET SOUND DISTRICT
IN THE FEDERAL RECORDS CENTER
SEATTLE, WASHINGTON

(Record Groups 36 and 41)

Compiled by Elmer W. Lindgard



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FOREWORD

To analyze and describe the permanently valuable records of the Federal Government is one of the main tasks of the National Archives and Records Service. Various kinds of finding aids are needed to facilitate the use of these records, and the first step in the record-description program is the compilation of preliminary inventories of the material in some 300 record groups to which the holdings of the Service are allocated.

These inventories are called "preliminary" because they are provisional in character. They are prepared as soon as possible after the records are received without waiting to screen out all disposable material or to perfect the arrangement of the records. They are compiled primarily for internal use, both as finding aids to help the staff render efficient reference service and as a means of establishing administrative control over the records.

Each preliminary inventory contains an introduction that briefly states the history and functions of the agency that accumulated the records. The records themselves are described series by series, that is, by units of records of the same form or that deal with the same subject or activity or that are arranged serially. Other significant information about the records may sometimes be given in appendixes.

When the record group has been studied sufficiently and the records have been placed in final order, the preliminary inventories will be revised and the word "preliminary" dropped from the title of the revision. Meanwhile, as occasion demands and time permits, special reports, indexes, calendars, and other finding aids to the record group will be prepared.

This preliminary inventory has been compiled to cover the records of the Collector of Customs for the Puget Sound District. The records are located in the GSA Federal Records Center at Seattle.

Several finding aids that give an overall picture of materials in the National Archives and Records Service have been published. A comprehensive Guide to the Records in the National Archives (1948) and a brief guide, Your Government's Records in the National Archives (revised 1950), have been issued. Forty-four Reference Information Papers, which analyze records in the National Archives on such subjects as transportation, small business, and the Middle East, have so far been issued. Records of World War I have been described in the Handbook of Federal World War Agencies and Their Records, 1917-1921, and those of World War II in the two-volume guide, Federal Records of World War II (1950-51). Many bodies of records of high research value have been edited by the National Archives and reproduced on microfilm as a form of publication. Positive prints of some 10,000 rolls of this microfilm, many of which are described in the List of National Archives Microfilm Publications (1953), are now available for purchase.

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INTRODUCTION

On August 14, 1848, an act "to establish the Territorial Government of Oregon" extended the revenue laws of the United States over the Territory of Oregon. A port of entry was established at Astoria, and a collector of customs was appointed for the Oregon District. The Collection District of Puget Sound was added by the act of February 14, 1851, which provided also for the appointment of a collector, and a port of entry and delivery at Olympia, the place of the collector's residence. Nasqually, a port of delivery under the 1848 act, continued as a port of delivery with a resident surveyor.

An act of March 2, 1853, establishing the Territorial Government of Washington, continued for the Washington Territory the force of the United States revenue laws previously provided for the Oregon Territory. The headquarters of the Puget Sound District was subsequently moved to Port Townsend and then to Port Angeles. In 1866 the port of entry at Port Angeles was abolished and Port Townsend was established as the port of entry and delivery for the Puget Sound District. The reorganization of the Customs Service in 1913 resulted in the creation of the Washington District with headquarters at Seattle. At the time of this reorganization 22 ports were operating within the Puget Sound District.

The records described in this inventory are the records of the Collector of Customs of the Puget Sound District, 1851-1913, which are in the GSA Federal Records Center, Seattle, Wash. Part of the records belong to Record Group 36, Records of the Bureau of Customs, and part to Record Group 41, Records of the Bureau of Marine Inspection and Navigation. The records amount to 450 cubic feet. A few records were destroyed by flood waters at Port Angeles before the 1866 transfer of the collection district headquarters to Port Townsend.

The records contain accounts of Treasury Department and Commerce Department activities that were supervised by the Puget Sound Customs District. Some of the records document functions that are still administered by the Customs Bureau, such as the collection of duties on imports, entrances and clearances of foreign vessels engaged in foreign and domestic trade, enforcement of customs and navigation laws, and the compilation of statistics. Others relate to functions such as revenue cutter activities, lighthouse management, steamboat inspection, regulation of the entrance and departure of Chinese, licensing of fur sealing vessels, and the execution of shipping articles to satisfy laws protecting merchant seamen, most of which are now administered by other Government agencies.

RECORDS OF THE COLLECTOR OF CUSTOMS, PUGET SOUND DISTRICT

Correspondence

The correspondence of the former Puget Sound Customs District is maintained or recorded chronologically in letter books and journals by sender, addressee, and other classification. There is some overlapping of material among the series even though the arrangement generally suggests a single filing control point rather than separate offices of record. The incoming letters are mainly originals whereas the outgoing letters are handwritten and press copies.

The correspondence and related registers described in series 1-10 are assigned to Record Group 36, Records of the Bureau of Customs, although some of the correspondence covers functions administered by the collector of customs as field agent for other agencies, including the Bureau of Navigation, the records of which are in Record Group 41.

LETTERS RECEIVED FROM THE TREASURY DEPARTMENT. 1865-1903. 77 vols.
19 ft.

Letters received from offices of the Secretary of the Treasury, the Auditor of the Treasury Department, the Bureau of Navigation, the Bureau of Statistics, the Life Saving Service and the Lighthouse Board, the Commissioner of Customs, and the Board of U. S. General Appraisers. The subject matter pertains to the exercise of departmental control over the following collection district activities of the Puget Sound District: General administration and enforcement of customs and navigation laws and regulations; entry of merchandise into the United States; assessment and collection of duties; documentation, measurement, and control of movement of vessels; services performed for seamen; statistics; accounting for funds; and related duties.

LETTERS RECEIVED FROM SUBPORTS AND INSPECTORS. 1882-86, 1889-1905.
104 vols. 33 ft.

Letters received from deputy collectors of subports and inspectors assigned to the Puget Sound District. They deal with the administration of subports, including such matters as reports; employment and pay of personnel; documentation and measurement of vessels; supervision of the loading and unloading of vessels to ensure the collection of duties or to prevent the violation of laws governing imports and exports and the admission, exclusion, or deportation of aliens; and other transactions at named points of origin which are subject to the review of the Collector of Customs, Puget Sound District. For correspondence of an earlier period, see series 5.

LETTERS RECEIVED FROM OTHER GOVERNMENT OFFICES. 1893-1903. 17 vols.
4 ft.

Communications received from the Department of State, collectors of other districts, and officials of local government agencies relating

to collection district matters administered by the Puget Sound District. Separate files are maintained for letters from offices of the Internal Revenue Bureau, the Special Agent of the Treasury Department, the U. S. Assayer, and the U. S. District Attorney. A few letters from the Treasury Department, Washington, D. C., are also interfiled.

SUBJECT FILE OF LETTERS RECEIVED. 1871-1913. 69 vols. 21 ft. 4

Correspondence bound in volumes according to the following classifications: revenue marine, revenue cutter, marine hospital quarantine service, U. S. Quarantine Disbursing Agent, tea, bonds, express, judicial actions; appointments and dismissals (handled by the Office of the Secretary of the Treasury); civil service (board of examiners), courthouse and post office custodial activities (including communications received from the Supervising Architect), expenses, and authority disbursements. The dates of the records in the different classifications vary.

MISCELLANEOUS LETTERS RECEIVED. 1879-1907. 82 vols. 22 ft. 5

Letters received mainly from private individuals concerning imports and other transactions subject to the review of the Port Townsend office. Correspondence predating 1890 also includes material with source and content similar to that described in series 2 and 3.

TELEGRAMS RECEIVED. 1881-88. 2 vols. 3 in. 6

Messages received from various sources relating to official business of the Puget Sound Customs District that required expeditious handling.

CHRONOLOGICAL FILE OF LETTERS SENT. 1852-53, 1862-63, 1866-81.

11 vols. 2 ft. 7

Copies of letters sent to departmental offices, other Government offices, and private individuals. The subject matter is similar to that described in series 1 to 5. Material for subsequent periods is described in series 8 and 9.

ADDRESSEE FILES OF LETTERS SENT. 1878-1910. 138 vols. 19 ft. 8

Copies of letters sent, with recipient, content, and arrangement corresponding to the classifications described in series 1, 2, 3, and 5, but with variations in dates for the following classifications: letters to Treasury Department offices, 1881-1903; letters to subports and inspectors, 1887-1910; letters to other Government offices, 1894-1903; and miscellaneous correspondence, 1878-99.

OUTGOING SUBJECT CORRESPONDENCE. 1869-1902. 11 vols. 2 ft. 9

Copies of outgoing letters grouped according to the following subjects: civil service (board of examiners), bonds, requisitions for funds, Chinese matters, revenue cutter, reports of seizures, and customhouse and post office custodial business. The dates of the records in the different classifications vary.

REGISTERS OF LETTERS RECEIVED AND LETTERS SENT. 1870-89. 4 vols. 3 in.

10

Registers of letters received and sent showing the identity of the series, volume page number, date, office, and subject matter of each letter.

Records Relating to the Importation and Entry of Merchandise
Into the United States

Records of transactions pertaining to importations, entries of which are required to be made to secure an importer's liability for duties and/or for the release of merchandise from customs control are described in series 11-16. These records are assigned to Record Group 36, Records of the Bureau of Customs.

IMPORT ENTRY REGISTERS. 1853-1911. 45 vols. 7 ft.

11

Impost books and import entry registers maintained to provide summary data for each entry of merchandise arriving in the United States by importing vessel or otherwise. A record of the name of the vessel and importer, description of merchandise, value of goods, amount of duty, consignee, and other information are shown. The volumes also contain separate ledger accounts of liquors imported into the United States, express shipments from British Columbia, entries of merchandise (including packages imported as samples) from Japan and China, shipments bearing consular certificates, goods moving under immediate transportation regulations or under consular seal without appraisement from or to other ports in the United States, and increased duties ascertained on liquidation of entries for immediate consumption.

WAREHOUSE LEDGERS. 1890-1913. 26 vols. 6 ft.

12

Ledgers containing summary data for each import stored or held for exportation subject to the control of customs warehouses. The entries show merchandise warehoused and on hand at the end of each month; merchandise withdrawn from warehouses for consumption, transportation, or exportation; stored tea; increased duties upon liquidation of entry; and other warehouse transactions, with a description of the merchandise, its total value, and the duty required.

REGISTERS RELATING TO EXPORTATION OF MERCHANDISE SUBJECT TO IMPORTATION CONTROL. 1883-1912. 4 vols. 3 in.

13

Registers of transactions relating to exports at the port of original importation, drawbacks paid on exported merchandise, and goods destined for export that have been in customs custody from the time of importation. Entries are similar to those shown for the import entry registers described in series 11.

BOND REGISTERS. 1885-1913. 9 vols. 2 ft.

14

Registers of bond transactions arising from importations and for the protection of revenue due the United States. Accounts of transportation, warehouse, and exportation bonds are included. Entries show date

of bond, bond number, date due, names of principal and surety, amount of duty, and value of goods.

REGISTERS OF POWERS OF ATTORNEY. 1881-99. 2 vols. 3 in. 15

Registers of powers of attorney that empowered individuals to transact customs business for another person. The nature of the powers range from general powers of attorney to those covering transactions of a specific kind, such as importation entries.

RECORD OF SALES OF UNCLAIMED GOODS. 1891-1904. 3 vols. 3 in. 16

Registers of transactions relating to the disposition of unclaimed merchandise subject to importation control. Entries include date of entry of merchandise, name of vessel, port of origin, consignee on manifest, description of merchandise, appraised value, amount for which goods were sold, and total duties and charges.

Records Relating to the Control of Movement of Vessels

Records described in series 17-19 are assigned to Record Group 36, Records of the Bureau of Customs.

REGISTERS OF ENTRANCES AND CLEARANCES OF VESSELS. 1851-1913.

37 vols. 11 ft. 17

A record of vessels engaged in foreign and domestic trade that required formal entry and clearance at U. S. ports under the supervision of customs districts. Included are American and foreign vessels, vessels engaged in coastwise trade and fisheries, vessels engaged in foreign trade, and foreign vessels arriving from adjoining customs districts. Entries in the registers are made for each vessel's entrance and clearance and show name of vessel, flag, rig, hailing port, name of master, cargo, number of crewmembers, tonnage, tonnage tax, and fees.

REGISTERS OF TONNAGE TAXES. 1866-1903. 4 vols. 3 in. 18

Registers of tonnage duties collected in the Puget Sound Customs District showing name of vessel, rig, by whom paid, number of the certificate, foreign port and country of departure, net tonnage, rate of tax imposed, and amount collected. Tonnage taxes are imposed at the time vessels from foreign ports make entry into U. S. ports.

EXPORT REGISTERS. 1869-94. 4 vols. 3 in. 19

Registers of domestic exports in foreign and American vessels, including a separate account of wheat shipments. Entries show for each vessel the home port and the amount and dollar value of commodities exported.

Records Relating to the Documentation, Measurement, and Inspection of Vessels

The records described in series 20-29 relate to the documentation of

vessels required or entitled to be registered, enrolled, or licensed under the laws of the United States. Marine documents may be granted to vessels built in the United States and owned by citizens of the United States. Regulations also authorize the issuance of restricted documents to foreign-built vessels. In recording title instruments, a collector of customs bears the same relation to maritime property that a county office of record bears to real property or real estate.

These records are assigned to Record Group 41, Record of the Bureau of Marine Inspection and Navigation, inasmuch as the functions covered by them, although administered by the collector of customs, were those of the Bureau of Navigation and its successors.

REGISTRY CERTIFICATES. 1853-1904. 21 vols. 5 ft. 20

Copies of certificates of registry for vessels of the United States engaged primarily in foreign trade. The certificates of registry are temporary, the permanent ones being granted to vessels at their home ports, and the temporary ones being granted to vessels at ports other than their home ports. The following information is shown on each registry certificate: Register number, official number of vessel, name of vessel and master, measurements of vessel including net tonnage, and signature of issuing officer.

ENROLLMENT CERTIFICATES. 1854-1903. 16 vols. 4 ft. 21

Copies of certificates of enrollment of vessels of the United States with privilege of engaging in domestic trade and fisheries subject to license granted therefor. The certificates of enrollment are both permanent and temporary, permanent ones being granted to vessels at their home ports, and temporary ones being granted to vessels at ports other than their home ports. The information recorded on each enrollment certificate is similar to that shown on the registry certificates described in series 20.

LICENSES. 1854-1907. 63 vols. 8 ft. 22

Copies of licenses for enrolled vessels over 20 tons, for vessels under 20 tons, and for yachts. Licenses entitle such vessels to be employed in the coasting trade or for pleasure use. The information recorded on each license is similar to that shown on the registry certificates described in series 20.

BONDS. 1852-1913. 65 vols. 12 ft. 23

Bonds accompanied by oaths of masters attesting to United States citizenship and records containing information on degree of ownership, use, and repairs of vessel. A bond is given to bind the holder of the document not only to use the vessel solely for the purpose for which the document is granted or according to the regulations or uses cited, but also to such employment as will not defraud the Government of revenue. Also included are supplementary records containing justifications

of sureties for bonds and further descriptions of vessels.

MASTERS' OATHS. 1872-1913. 42 vols. 15 ft.

24

Copies of vessel masters' oaths executed at time of original documentation, expiration of license, or as otherwise required. The oaths attest to U. S. citizenship, to losses of vessel documents, and to the identity of vessels upon surrender of documents.

ABSTRACTS OF VESSEL DOCUMENTATIONS AND MASTER CHANGES. 1860-1904.

17 vols. 4 ft.

25

Abstracts of licenses and of permanent and temporary registers and enrollments that have been issued and surrendered, showing for each entry documented the date of the document, number of the document, rig, cause for which document granted and surrendered, date and place of surrender of document, gross and net tonnage, and description of the former document. The registers covering changes of masters show for each vessel documented the document number, place where the document was granted, species and name of vessel, names of the late master and the present master, and date of endorsement.

BUREAU OF NAVIGATION NOTICES OF ASSIGNMENT OF OFFICIAL NUMBER.

1869-1912. 11 vols. 3 ft.

26

Copies of notices of assignment of an official number to the vessels named. Each notice contains the following information: Rig, name of vessel, tonnage, horsepower, date built, place built, home port, and official number assigned.

CERTIFICATES OF ADMEASUREMENT. ca. 1882-1911. 2 ft.

27

Copies of certificates of admeasurement (including separate records of engineroom and crewspace measurements) of vessels documented in ports of the Puget Sound Customs District.

RECORD OF QUARTERLY RETURNS OF TONNAGE. 1872-85. 1 vol. 3 in.

28

A book of record of tonnage returns made during each quarter. The records show the number of vessels and the tonnage recorded therefor and data concerning vessels built and lost.

RECORD OF STEAM VESSELS INSPECTED AND CERTIFICATES OF INSPECTION

RECEIVED AND ISSUED. 1875-1903. 3 vols. 3 in.

29

Book record showing for each vessel inspected the name of steamer; tonnage; date of inspection; dates of issue, receipt, and expiration of certificate; and inspector's signature. A register of licenses, 1871-86, issued to engineers and pilots is also included. The records illustrate actions designed to carry out provisions for safety originally specified in the Steamboat Act of 1852.

Records Relating to the Operation of Vessels
and the Employment of Seamen

An act of 1872 established offices (shipping commissioners) for the protection of seamen and further provided that collectors would serve in a like capacity where such offices were lacking. The records described in series 30-35 are assigned to Record Group 41, Records of the Bureau of Marine Inspection and Navigation, inasmuch as the functions covered by them were those of the Bureau of Navigation. The official merchant marine logbooks deposited with United States shipping commissioners, shipping articles, and related merchant seamen records may be consulted only by agents or operators of the vessels concerned, seamen or their duly authorized counsels or agents, qualified scholars engaged in research who agree to make no disclosure injurious to persons or organizations, and such other persons as are authorized by the Commandant of the Coast Guard or his representative.

LOGBOOKS AND SHIPPING ARTICLES. ca. 1890-1911. 181 ft.

30

Official logbooks of vessels engaged in foreign trade and trade between U. S. ports on the Atlantic and Pacific Oceans, containing entries relating to individual occurrences of note, crewmembers, and other persons, such as statements of conduct, character, and qualifications of crewmembers; offenses committed by crewmembers; deaths, births, and marriages taking place on board the vessel; and punishments inflicted. The accompanying shipping articles constitute a contract of employment between the master of the vessel and the seamen hired for a given voyage; they contain personal-history data for each seaman, signatures at time of sign-on, and signatures and pertinent data relative to seamen who left the ship before the completion of the voyage. There are also special certificates attached to the basic documents. A list of ships for which there are logbooks appears in the appendix.

OFFICIAL SEAL LOGS. 1894-97. 36 vols. 11 ft.

31

Logbooks of masters of sailing vessels engaged in fur-seal fishing operations. The collectors of customs, in compliance with an act of Congress approved April 6, 1894, issued special licenses to masters engaged in pelagic sealing within a prescribed area of the North Pacific Ocean and Bering Sea. Masters of all vessels engaged in fur-seal fishing, whether licensed or unlicensed, were required to make entry of their catch at the customhouse and at that time file with the collector the official logbook specified by the act. The logbook entries give for each vessel an account of the noon position of the vessel, the total number of seals taken during the day, and the number of seals shot. A register of sealing vessels and their logbooks is also included among the records.

MUTUAL RELEASES. ca. 1873-1911. 6 ft.

32

Record of seamen's signatures effecting release of vessel master and seaman from contractual obligations made at the time of sign-on.

CREW BONDS. 1854-97. 18 vols. 4 ft.

33

Bonds required of each master of a vessel as an assurance that at the time of the vessel's return to a U. S. port he would account for all persons named on a verified list that had been delivered to the collector of customs at the time of the vessel's departure from the United States.

SEAMEN TIME BOOKS. 1876-85. 2 vols. 3 in.

34

Book records provided for masters and owners of vessels in which the following employment data were recorded for each seaman listed: Name, rating, date of shipment, date of discharge, and time employed.

REGISTERS OF SERVICES FURNISHED SEAMEN. 1861-70, 1887-1913.

35

2 vols. 3 in.

Registers showing official services to American vessels and seamen thereof shipped and discharged. Entries for relief and other services show name of vessel, port, name of person for whom service was performed, and date. A summary of the number of persons engaged and discharged during a given voyage is also given.

Records Relating to the Enforcement of Customs
and Navigation Laws

Records described in series 36-41 are assigned to Record Group 36, Records of the Bureau of Customs.

VESSEL AND INSPECTOR'S LOGS AND RELATED RECORDS. 1865-69. 4 vols.

6 in.

36

Logbooks containing the following information: (1) Register of vessels spoken to and boarded by the revenue cutter Joseph Lane and a record of its crewmembers (one-line entries show description and name of vessel boarded, date, hailing port, nature of cargo, and other information concerning the enforcement of customs and navigation laws); (2) muster and payroll of officers and crew of the Joseph Lane showing name, rank, when mustered and present, amount of pay due, and signatures denoting receipt of pay; and (3) a journal of inspector's assignments showing vessels boarded, inspected, and arrived; and weather data. Records described in this series are similar to records in Record Group 26, Records of the Coast Guard.

INSPECTOR'S NOTICES OF SEIZURES. 1886-1911. 4 vols. 1 ft.

37

Notices, given by customs inspectors to port collectors, of material seized because of violation of navigation and customs laws.

PUBLISHED NOTICES OF SEIZURES. 1894-1912. 2 vols. 6 in.

38

Copies of published notices of seizures and sales of merchandise that was confiscated as a result of violation of navigation and customs laws. Accompanying each notice is an authorization to publish an advertisement of notice of sale.

REGISTERS OF SALES OF SEIZED MERCHANDISE. ca. 1869-99. 4 vols.
3 in.

39

Record of auctions of seized merchandise administered by the collector of customs and the U. S. marshal. Entries show name of auctioneer, seizure number, description of merchandise, name of buyer, and amount paid. Included are separate accounts showing appraised value of the merchandise seized and an abstract of duties that would accrue on goods seized.

REGISTERS OF SEIZURES, FINES, PENALTIES, AND FORFEITURES. 1869-1903.
6 vols. 6 in.

40

Record of actions taken upon violations of navigation and customs laws. Each entry in the register shows date, place, informing or seizing officer, name of the offender, property seized, nature of offense, nature of penalty, law violated, amount of fine, and manner in which the seized material was disposed of.

REGISTERS OF CHINESE LABORERS DEPARTING FROM THE UNITED STATES.
1882-88. 6 vols. 1 ft.

41

Registers maintained by customs officials under provisions of an act of May 6, 1882, suspending the entrance of Chinese laborers. A special provision of the act allowed those laborers who had been in the United States for a prescribed length of time to leave and reenter.

Records Relating to Fiscal Activities

The records in series 42-46 comprise chiefly book ledger accounts of monies received and disbursed by the Collector of Customs, Puget Sound District, showing deposits credited to the Treasurer of the United States, for benefit of designated accounts. The entries show, as individual transactions or in cumulative figures for a given period, the nature and extent of business transacted as it relates to the collection of revenue and expenditures made in carrying out the program.

These records are assigned to Record Group 36, Records of the Bureau of Customs.

JOURNALS, FEE BOOKS, AND CASH BOOKS. 1853-1911. 46 vols. 14 ft.

42

Books of original entry showing debit and credit entries for cash received, fees charged, and customs district expenditures. Accounts include Shipping Commissioner and steamboat inspection fees, revenue cutter expenditures, marine hospital receipts, lighthouse funds, Chinese bills, and various fees received in the discharge of duties connected with the enforcement and execution of customs and navigation laws in the Puget Sound Customs District.

ACCOUNTS CURRENT SUMMARIES. 1871-1903. 24 vols. 6 ft.

43

Record of "The U. S. in Accounts Current with Collector of the Customs for the District of Puget Sound" showing general or subsidiary control over separately maintained fiscal accounts. The accounts show

tonnage and duties collected; expenses of collecting the revenue from customs; revenue marine receipts and disbursements; and seizures, fines, penalties, and forfeitures.

DAILY RECORD OF BALANCES ON ACCOUNTS. 1889-1902. 13 vols. 3 ft.

A summary record of designated accounts for which monies were received and paid and showing the balances before and after deposits had been made to the credit of the Treasurer of the United States. 44

OTHER SUMMARY RECORDS OF FISCAL TRANSACTIONS. 1872-1908. 45 vols. 8 ft. 45

Registers of monies received and deposited, monies received and paid, monies received from all sources, daily disbursements, and other transactions. Entries show funds received and disbursed for designated accounts and deposits and vouchers processed to liquidate monies on hand.

PAY RECORD SUMMARIES. 1884-1900. 4 vols. 3 in. 46

A book record of payments of salaries of customs officials and employees in the Puget Sound District. Entries show date of payment and name, official position, and amount of salary of each employee designated.

Other Records

Records described in series 47-51 are assigned to Record Group 36, Records of the Bureau of Customs.

OATHS OF OFFICE. 1881-1907. 9 vols. 3 ft. 47

Signed oaths of office and statements of appointees in the service of the Puget Sound Customs District. The oath of office is a declaration to uphold the Constitution of the United States and to make an effort to prevent and detect frauds against the laws of the United States imposing duties upon imports. A personal history statement accompanies each oath.

LIST OF EMPLOYEES IN THE CUSTOMHOUSE AND LIGHTHOUSES. 1871-86, 1889. 2 vols. 3 in. 48

A record of employees in the customhouse and lighthouses of the Puget Sound District, showing for each employee the nature of assignment, location of duty, date of appointment, and compensation received.

NORTHWEST INTERSTATE EXPOSITION, TACOMA. 1893-94. 4 vols. 1 ft. 49

Bound correspondence documenting various transactions relating to the entry of and the assessment of duties on exhibits received from foreign countries for display at the Northwest Interstate Exposition at Tacoma. A separate record showing installation of accepted exhibits displayed at the exposition and special warehouse bonds is included.

RECORDS OF THE SUBPORT OF ROCHE HARBOR. 1882-98. 10 vols.

2 ft.

50

Records created and received at the subport of Roche Harbor and deposited with the Collector of Customs, Port Townsend. The Port of Friday Harbor was eventually extended to take in the limits of Roche Harbor. The records include incoming and outgoing correspondence, a record of foreign vessels entered and cleared, statements of exports from Roche Harbor, and a record of monies received from all sources.

PROCEDURAL ISSUANCES. 1862-1913. 3 ft.

51

Treasury Department circulars and other reference matter relating to customs and navigation laws and regulations, their interpretation, and the administration of collection districts.

APPENDIX

A List of Ships for Which There Are Logbooks (Entry 30)

A. B. Johnson	Anvil	Charles D. Lane
A. F. Coats	Arago	Charles E. Falk
A. G. Lindsay	Archer	Charles E. Moody
A. J. Fuller	Ariel	Charles F. Crocker
A. J. West	Arizonian	Charles H. Merchant
A. M. Baxter	Arthur Sewall	Charles Nelson
Abby Palmer	Atalanta	Charmer
Abner Coburn	Aurora	Chicago
Admiral	Azalia	Chico
Admiral Sampson	B. P. Cheney	Chippewa
Adolph Obrig	Bainbridge	City of Puebla
Agate	Balboa	City of Seattle
Agenor	Bangalore	Clarence S. Bement
Aida	Bangor	Cleveland
Alameda	Baring Brothers	Coloma
Alaskan	Ben Sewall	Columbia
Albert	Bender Brothers	Colusa
Albert Meyer	Benicia	Commerce
Alcalle	Benjamin F. Packard	Compeer
Alert	Berlin	Conemaugh
Alex McNeil	Bertha	Corona
Alex T. Brown	Bertie Minor	Corwin
Alice	Bessie K.	Coryphene
Alice Cooke	Big Bonanza	Cottage City
Alice McDonald	Blakely	Courser
Alki	Borealis	Courtney Ford
Allan A.	Brixham	Cowlitz
Allie I. Algar	Buckman	Crescent
Aloha	C. A. Thayer	Dakota
Alpena	C. C. Cherry	Dashing Wave
Alta	C. C. Funk	Dauntless
Alumna	C. D. Bryant	David Evans
Amaranth	C. F. Sargent	Deeahks
Amazon	C. S. Holmes	Defender
Amelia	California	Defiance
America	Camano	Delhi
American Girl	Carondelet	Diamond Head
Americana	Carrier Dove	Dirigo
Anahanc	Carrollton	Dora
Andy Mahoney	Catherine Sudden	Duxbury
Annie E. Smale	Centennial	E. B. Jackson
Annie H. Smith	Ceylon	E. K. Wood
Annie Larsen	Challenger	Echo
Annie M. Campbell	Charles B. Kenny	Eclipse

Edith
Edward May
Edward R. West
Egbert
Eldorado
Elihu Thomson
Ella Johnson
Elwell
Emily F. Whitney
Emily Reed
Emma Claudina
Emma T. Crowell
Empire
Endeavor
Enoch Talbot
Equator
Eric
Erskine M. Phelps
Espada
Esther Buhne
Ethel Zane
Eureka
Excelsior
Expansion
F. M. Slade
F. S. Redfield
Falcon
Fanny Dutard
Farallon
Fearless
Ferris S. Thompson
Fisher Maid
Florence
Forest Home
Forest Queen
Forester
Fortuna
Francis Cutting
Frank W. Howe
Fred E. Sander
Fred J. Wood
Fresno
G. W. Watson
Gamble
Gardiner City
Garonne
General Fairchild
Geneva

George C. Perkins
George E. Billings
George F. Manson
George S. Homer
George T.
George W. Prescott
Georgina
Gerard C. Tobey
Gleaner
Glory of the Sea
Golden Gate
Golden Shore
Good News
Gov. Ames
Gov. Robie
Great Admiral
Guardian
Guy C. Goss
H. C. Wright
H. D. Bendixsen
H. K. Hall
Halcyon
Harold Blekum
Harold Dollar
Harriet G.
Harvard
Harvester
Hawaii
Haydn Brown
Hecla
Henry Failing
Henry K. Hall
Henry Villard
Hesper
Highland Light
Highlander
Honoipu
Honolulu
Humboldt
Hyades
Inca
Indiana
Invincible
Irene
Irongard
Iroquois
Isaac Reed
Isthmian

Ivy
J. B. Abbler
J. B. Brown
J. B. Leeds
J. B. Thomas
J. D. Peters
J. G. Perkins
J. H. Lunsmann
J. M. Colman
J. M. Griffith
J. M. Weatherwax
J. W. Clise
Jabez Howes
James A. Garfield
James Drummond
James H. Bruce
James Johnson
James Nesmith
James Rolph
James Tuft
Jane L. Stanford
Jeanie
John A. Briggs
John A. Campbell
John C. Currier
John C. Meyer
John C. Potter
John D. Tallant
John Eva
John G. North
John McDonald
John Palmer
John S. Kimball
John Smith
John Worster
Joseph B. Thomas
Joseph L. Eviston
Joseph Russ
Kailua
Kaiulani
Kate Davenport
Katie Flickinger
Kenilworth
Kennebec
King Cyrus
Klikitat
Kohala
Koko Head

Kona
Lahaina
LaTouche
Laura Madsen
Leelanaw
Letitia
Levi J. Burgess
Lillebonne
Lilly L.
Lizzie Colby
Lizzie Vance
Lottie Bennett
Louis
Louis Walsh
Louisiana
Lucile
Luzon
Lydia
Lyman D. Foster
Lyra
M. F. Plant
M. M. Morrill
M. P. Grace
M. Turner
Mackinaw
Maggie C. Russ
Mahukona
Maid of Orleans
Majestic
Makaweli
Manila
Margaret
Maria E. Smith
Marion Chilcott
Martha W. Tuft
Mary Ann
Mary D. Hume
Mary Dodge
Mary E. Foster
Mary E. Russ
Mary Flint
Mary Glover
Mary L. Cushing
Mary Winkleman
Matilda
Maweema
Melrose
Melville Dollar

Memnon
Meteor
Metha Nelson
Mildred
Mindoro
Minnesota
Minnie A. Caine
Missouri
Missourian
Modoc
Mohican
Montara
Morning Star
Muriel
Nebraskan
Nellie Coleman
Nellie G. Thurston
Nevadan
Newsboy
Nicholas Thayer
Nokomis
Nome City
North Bend
Northland
Northwestern
O. M. Kellogg
Oakland
Occidental
Oceanic Vance
Ohio
Okanogan
Olga
Oliver J. Olson
Olympia
Olympic
Oregon
Orient
Orizaba
Ottilie Fjord
P. J. Abler
Pactolus
Palmyra
Paramita
Peerless
Pennsylvania
Philippine
Pioneer
Planter

Pleiades
Polaris
Portland
President
Progress
Prosper
Prussia
Puako
Puritan
Queen
Quickstep
R. C. Slade
R. W. Bartlett
Ramona
Reaper
Repeat
Resolute
Retriever
Reuce
Richard Holyoke
Riverside
Roanoke
Robert Luwers
Robert R. Hind
Robert Searles
Robert Sudden
Rosamond
Ruth E. Godfrey
S. C. Allan
S. D. Carleton
S. G. Wilder
S. T. Alexander
Sailor Boy
St. Croix
St. David
St. Frances
St. Helens
St. James
St. Kathrine
St. Nicholas
St. Paul
Salem
Salvator
Sam Skolfield
Samar
Samoa
San Mateo
Santa Ana

Santa Clara
Santa Cruz
Santa Rosa
Saratoga
Saturn
Sea King
Sea Lion
Sehome
Senator
Sequoia
Serena Thayer
Servia
Seward
Shawmut
Shelikof
Shenandoah
Sillebonne
Sintram
Skagit
Snow & Burgess
Solano
Sonoma
Sophia Johnson
Sophie Christenson
Soquel
South Portland
Southern Chief
Spartan
Spokane
Stanley Dollar
Star of Bengal
State of California

Stimson
Susie M. Plummer
T. F. Oakes
Tacoma
Tampico
Tanner
Taurus
Templer
Texan
Theobald
Thomas Dana
Thomas P. Emigh
Tidal Wave
Toledo
Tom O'Shanter
Top Gallant
Transit
Tremont
Tyee, Jr.
Umatilla
Uncle John
Undaunted
Vega
Victoria
Vidette
Volante
W. B. Flint
W. F. Babcock
W. F. Jewett
W. H. Macy
W. H. Marston

W. H. Smith
W. H. Talbot
W. J. Patterson
W. W. Craffio
Wachusett
Watson
Watson A. West
Wawona
Wilbert L. Smith
Will W. Case
Willard Ainsworth
William A. Campbell
William Bowden
William F. Garms
William F. Witzemann
William H. Macy
William H. Smith
William H. Starbuck
William J. Rotch
William Nottingham
William Olsen
William Renton
Willie R. Hume
Willie Reed
Willie Rosenfeld
Willis A. Holden
Winslow
Wrestler
Yosemite
Yucatan
Zampa

For a list of other preliminary inventories, see the list of National Archives publications, which may be obtained upon request from the Exhibits and Publications Branch, National Archives, General Services Administration, Washington 25, D. C.

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ILLINOIS HISTORICAL SURVEY

PRELIMINARY



INVENTORIES

Number 123

RECORDS OF THE BUREAU OF NAVAL PERSONNEL

Compiled by Virgil E. Baugh

U.S. DEPT. OF THE ARMY
NOV 13 1962
Library of Congress

The National Archives
National Archives and Records Service
General Services Administration

Washington: 1960

PRELIMINARY INVENTORY OF THE RECORDS
OF THE
BUREAU OF NAVAL PERSONNEL

(Record Group 24)

Compiled by Virgil E. Baugh



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FOREWORD

To analyze and describe the permanently valuable records of the Federal Government preserved in the National Archives Building is one of the main tasks of the National Archives. Various kinds of finding aids are needed to facilitate the use of these records, and the first step in the records-description program is the compilation of preliminary inventories of the material in some 300 record groups to which the holdings of the National Archives are allocated.

These inventories are called "preliminary" because they are provisional in character. They are prepared as soon as possible after the records are received without waiting to screen out all disposable material or to perfect the arrangement of the records. They are compiled primarily for internal use, both as finding aids to help the staff render efficient reference service and as a means of establishing administrative control over the records.

Each preliminary inventory contains an introduction that briefly states the history and functions of the agency that accumulated the records. The records themselves are described series by series, that is, by units of records of the same form or that deal with the same subject or activity or that are arranged serially. Other significant information about the records may sometimes be given in appendixes.

When the record group has been studied sufficiently and the records have been placed in final order, the preliminary inventories will be revised and the word "preliminary" dropped from the title of the revision. Meanwhile, as occasion demands and time permits, special reports, indexes, calendars, and other finding aids to the record group will be prepared.

Several finding aids that give an overall picture of materials in the National Archives have been published. A comprehensive Guide to the Records in the National Archives (1948) and a brief guide, Your Government's Records in the National Archives (revised 1950), have been issued. Forty-four Reference Information Papers, which analyze records in the National Archives on such subjects as transportation, small business, and the Middle East, have so far been issued. Records of World War I have been described in the Handbook of Federal World War Agencies and Their Records, 1917-1921, and those of World War II in the two-volume guide, Federal Records of World War II (1950-51). Many bodies of records of high research value have been edited by the National Archives and reproduced on microfilm as a form of publication. Positive prints of some 10,000 rolls of this microfilm, many of which are described in the List of National Archives Microfilm Publications (1953), are now available for purchase.

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INTRODUCTION¹

Naval personnel matters were handled by the Secretary of War from the establishment of the War Department on August 7, 1789, until the Navy Department was set up on April 30, 1798. From the latter date until 1815 the Office of the Secretary of the Navy was responsible for both civilian and naval personnel. From 1815 to 1842 the Secretary was assisted in personnel matters by the Board of Navy Commissioners. The burden of these duties led some Secretaries to recommend the establishment of a Bureau of Naval Personnel; no provision was made, however, for such a bureau, even at the time the bureau system was organized in 1842. One of the first important delegations of authority regarding personnel matters was made by Secretary of the Navy Gideon Welles in 1861 when he ordered Commodore Silas H. Stringham to take over the detailing of officers. When the Civil War came, Stringham was detached and an Office of Detail was created. This Office also handled the appointment and instruction of volunteer officers, the purchasing of ships, and related matters.

In 1861 Secretary Welles recommended the reorganization of the Navy Department and an act of Congress approved on July 5, 1862 (12 Stat. 510), authorized such action. The subsequent reorganization increased the number of bureaus from five to eight and established the Bureau of Equipment and Recruiting. One of this Bureau's chief functions was handling the enlistment of personnel. Its recruiting activities were carried on at naval rendezvous, as the recruiting stations were called, and on board receiving ships and other vessels of the Navy. The enlistment rendezvous were located principally at the large seaports on the Atlantic and Pacific coasts and, as there were no training stations, recruits were trained on board ship. The Bureau maintained both recruitment and service records, and in 1885 inaugurated the system of individual service records, or "jackets," still in use. An apprentice-training system was set up in 1875 (by authority of a law passed in 1837) under the Bureau's jurisdiction, where it remained until the Bureau of Navigation absorbed it some years later.

The Bureau of Navigation, also established in 1862, was assigned certain personnel functions, the most important of which related to officers. On April 28, 1865, the Office of Detail was placed under the Chief of the Navigation Bureau and for a time the Bureau was known as the Bureau of Navigation and Office of Detail. After being transferred

¹Much of the administrative history for this introduction and for introductions to a number of sections of this inventory was taken from published and unpublished material prepared by Dr. Henry P. Beers, a member of the National Archives staff.

back and forth between the Secretary's Office and the Bureau of Navigation, the Office of Detail was finally absorbed by the Bureau in 1889. The Bureau of Navigation was at first mainly concerned with providing nautical charts and instruments, signal books, ships' libraries, and the like and with the supervision of the Nautical Almanac Office and of the United States Naval Observatory and Hydrographical Office. Another reorganization of the Navy Department was effected by Navy Department General Order No. 372 of June 25, 1889. By this order Secretary of the Navy Benjamin F. Tracy transferred enlistment and recruiting activities and the apprentice system to the Bureau of Navigation from the Bureau of Equipment and Recruiting. The latter Bureau was thereafter called the Bureau of Equipment and under it were placed the Naval Observatory, the Nautical Almanac Office, the Naval Inspector of Electric Lighting, the Compass Office, and, in 1898, the Hydrographic Office. In 1910 the Hydrographic Office and the Naval Observatory, which by this time had absorbed the Nautical Almanac Office (1894) and the Compass Office (1906), were returned to the Bureau of Navigation.

The Department was reorganized by Secretary of the Navy George von L. Meyer in 1909 on a divisional basis, and the Bureau of Navigation was assigned to the Division of Personnel. As prescribed by Changes in Navy Regulations No. 6, the duties of the Bureau of Navigation that pertained to personnel may be summarized as follows:

1. To issue, record, and enforce orders of the Secretary to individual officers of the Navy; train and educate line officers and enlisted men; supervise the Naval Academy and all technical schools; and enlist, assign to duty, and discharge all enlisted persons.
2. To establish the complements of all ships in commission.
3. To keep records of service of all officers and men, and prepare an annually published Navy register.
4. To handle all matters pertaining to applications for appointments and commissions in the Navy and applications from officers for duty or leave; report services performed by officers or men.
5. To perform certain duties with regard to naval discipline, rewards, and punishments.

When Josephus Daniels became Secretary of the Navy in 1913, the divisional organization established in 1909 was abolished and a new chief of the Bureau of Navigation was appointed. The Bureau retained its previous personnel functions and acquired additional ones. In 1908 the Bureau Chief had recommended that the Bureau's name be changed to Bureau of Personnel and the Fleet, but nothing was done about it.

An enormous expansion of naval personnel took place during the First World War, most of it through recruiting. Although recruiting ceased on August 8, 1918, on August 31 selective service was extended to the Navy

and arrangements were made to obtain men through the draft. The Bureau continued its mobilization activities, trained enlisted personnel through its Training Division, and provided for the welfare, recreation, and entertainment of men in the naval service through its Morale (or Sixth) Division, which was established in 1919. In 1920 the Secretary of the Navy recommended that the Bureau's name be changed to Bureau of Personnel, but as before no action was taken. During the 1930's personnel activities increased still further as a result of the expansion of the Navy. From 455 vessels and an authorized enlisted personnel of 79,700 in 1933 the Navy increased to 907 vessels and nearly a quarter of a million enlisted men in 1941. Upon the outbreak of World War II in Europe, the building of the two-ocean Navy was accelerated. After Executive Order 9126, dated April 8, 1942, transferred the Hydrographic Office and the Naval Observatory to the Office of the Chief of Naval Operations, only personnel matters remained with the Bureau of Navigation. An act of Congress approved May 13, 1942 (56 Stat. 276), changed its name to the Bureau of Naval Personnel.

The administrative history of the Bureau of Naval Personnel and its predecessors is complex. Divisions came into existence as the need arose. Some of these existed only a short time; others had their functions transferred out of the Bureau; and others functioned without creating separate records, i.e., their records became a part of the general correspondence and other records of the Bureau itself. Only records created by divisions as separate groups of records are described in this inventory under the heading "Records of Divisions of the Bureau of Navigation, 1804-1946."

The records described in this inventory are the records of the Bureau of Naval Personnel and its predecessors that had been transferred to the National Archives by July 1, 1959. They are in Record Group 24, Records of the Bureau of Naval Personnel, and cover mainly the period from 1800 through 1950, although a few series date as early as 1798 and some muster rolls date as late as 1956. They amount to 15,485 cubic feet. Records of the Coast Signal Service are a part of Record Group 24 and as such are described in this inventory. The Service was in reality a Bureau of Navigation organization that was created to serve a special purpose and existed for only a short time.

Records of most Navy Department boards and commissions that dealt to some extent with matters coming under the cognizance of the Bureau and its predecessors have been allocated to other record groups and so have been omitted from this inventory. Records of some boards and commissions are with records of the bureaus with which their activities were mainly concerned; some are in Record Group 80, General Records of the Department of the Navy; and others are in Record Group 45, Naval Records Collection of the Office of Naval Records and Library. A Preliminary Checklist of the General Records of the Department of the Navy, 1804-1944, and a Preliminary Checklist of the Naval Records Collection

of the Office of Naval Records and Library, 1775-1910, both prepared by the National Archives, serve as finding aids to these records, the latter publication being cited throughout this inventory as Checklist of the Naval Records Collection. Other related records are in Record Group 37, Records of the Hydrographic Office, described in Preliminary Inventory No. 39, prepared by the National Archives; in Record Group 78, Records of the Naval Observatory; and in Record Group 181, Records of Naval Districts and Shore Establishments.

Chiefs of the Bureau of Naval Personnel and of the
Predecessor Bureau of Navigation, 1862-1959

<u>Name</u>	<u>Period of Service</u>
Charles Henry Davis	Aug. 17, 1862-Apr. 27, 1865
Percival Drayton	Apr. 28, 1865-Aug. 4, 1865
David Dixon Porter	Aug. 8, 1865-Aug. 24, 1865
Thornton Alexander Jenkins	Aug. 24, 1865-Apr. 11, 1869
James Alden	Apr. 12, 1869-Sept. 30, 1871
Daniel Ammen	Oct. 1, 1871-June 4, 1878
William Danforth Whiting	June 11, 1878-Oct. 12, 1881
John Grimes Walker	Oct. 22, 1881-Oct. 21, 1889
Francis Monroe Ramsay	Nov. 1, 1889-Apr. 5, 1897
Arent Schuyler Crowninshield	Apr. 8, 1897-Apr. 28, 1902
Henry Clay Taylor	Apr. 29, 1902-July 26, 1904
George Albert Converse	Aug. 1, 1904-May 18, 1907
Willard Herbert Brownson	May 19, 1907-Dec. 24, 1907
John Elliott Pillsbury	Jan. 14, 1908-June 23, 1909
William Parker Potter	July 1, 1909-Dec. 2, 1909
Reginald Fairfax Nicholson	Dec. 2, 1909-Jan. 1, 1912
Philip Andrews	Jan. 1, 1912-Mar. 26, 1913
Victor Blue	Mar. 26, 1913-Aug. 10, 1916
Leigh Carlyle Palmer	Aug. 16, 1916-Nov. 1, 1918
Victor Blue	Dec. 19, 1918-July 21, 1919
Thomas Washington	Aug. 11, 1919-July 27, 1923
Andrew Theodore Long	July 27, 1923-June 7, 1924
William Rawle Shoemaker	June 7, 1924-Feb. 10, 1927
Richard Henry Leigh	Feb. 10, 1927-May 22, 1930
Frank Brooks Upham	May 22, 1930-June 30, 1933
William Daniel Leahy	July 1, 1933-June 30, 1935
Adolphus Andrews	June 30, 1935-June 11, 1938
James Otto Richardson	June 11, 1938-June 15, 1939
Chester William Nimitz	June 15, 1939-Dec. 19, 1941
Randall Jacobs	Dec. 19, 1941-Sept. 15, 1945
Louis E. Denfeld	Sept. 15, 1945-Feb. 21, 1947
Thomas Lamison Sprague	Feb. 21, 1947-Sept. 7, 1949
John Wesley Roper	Sept. 7, 1949-Mar. 30, 1951
Laurance T. DuBose	Mar. 30, 1951-Feb. 2, 1953
James L. Holloway, Jr.	Feb. 2, 1953-Jan. 31, 1958
H. P. Smith	Jan. 31, 1958-

RECORDS OF THE BUREAU OF NAVAL PERSONNEL

GENERAL RECORDS, 1798-1950

CORRESPONDENCE, 1850-1945

The Bureau of Navigation, after its establishment in 1862, followed the method of keeping correspondence that was in general use throughout the Navy Department. Incoming letters were bound in volumes chronologically by class of correspondent and outgoing letters were copied by longhand in volumes according to the same arrangement. Press copies of some of the handwritten letters sent were kept in other books. The correspondence was indexed in separate volumes.

In January 1885, pursuant to regulations issued by the Secretary of the Navy, this system was changed. The bound volumes of letters sent and letters received were replaced by a general correspondence file containing both types of letters. Thereafter the incoming letters were folded to a size 3-1/2 inches wide by 8 inches long, stamped, briefed, given a serial number, and filed in numerical order in wooden document containers. The identification stamp on the upper part of the first fold showed the name of the receiving bureau, the date of the letter, and the date of its receipt. This fold was also used for briefing data and, when necessary, for a stamp showing the number of enclosures. The serial number was entered in the "Briefing Record--Letters Received" (see entry 107) together with the date received, the file number, the name of the writer, the subject, and the action taken. Copies of letters sent in response to incoming mail were filed in press copy form on tissue paper in the folded file within the incoming letters and press copies of outgoing letters for which there were no related incoming letters were filed in envelopes. As a result of overlapping of the two systems, press copies of letters sent are frequently found in both the folded correspondence and the series of bound volumes. Besides the briefing record, the index to correspondence that was initiated in 1862 continued until it was replaced in 1903 by cards showing similar information (see entries 92 and 93).

The general correspondence for the period from January 1885 to July 1889 is missing from the Bureau's records in the National Archives. That it existed at one time is shown by the presence of the index volumes for that period and the briefing record that shows the file numbers assigned and the subjects of the letters received. The preceding volumes of bound correspondence were discontinued at the end of December 1884; the file numbers in the briefing record begin with 1 in 1885. The general correspondence in the custody of the National Archives begins in July 1889 with the number 3408, and the subject of this communication agrees with the entry for the same number in the briefing record. Except for the gap mentioned the general correspondence extends through the year 1945. The card indexes already referred to extend through 1943.

Although copies of letters sent were generally filed with related incoming correspondence beginning in 1885, some series of the former were continued in book form up to 1912. The earliest series of letters sent begins in 1850. Among them are fair, press, and typewritten copies, both bound and unbound. Beginning in 1912, in accordance with the general practice of most bureaus of the Department, the correspondence of the Bureau of Navigation was flat-filed by serial number in labeled and stapled folders. The system of filing correspondence by serial number was succeeded in 1925 by the subject-numeric system prescribed in the Navy Filing Manual. This system is still used by the Bureau of Naval Personnel and by the Navy Department as a whole.

Letters Sent, 1850-1911

LETTERS SENT. Jan. 2, 1885-Sept. 20, 1890. 20 vols. 4 ft. 1

Fair, typewritten, and press copies of letters sent by the Bureau to all classes of correspondents. Of the first two volumes, covering the same period, volume "A" is devoted to letters assigned odd numbers and volume "B" to those assigned even numbers. Letters for the remaining years are also numbered but the numbers do not follow the sequence of the letters. The subject is written above each letter in volumes A-I. The volumes are arranged alphabetically, A-T; the letters within each volume are arranged chronologically. For registers, see entry 103.

PRESS COPIES OF LETTERS SENT. Sept. 22, 1890-Apr. 28, 1896. 86 vols. 12 ft. 2

These volumes, of which all but the first five are numbered, contain press copies of letters sent. The volumes are labeled as to subject but their arrangement by volume number separates those with the same subject title. On the flyleaf of each volume is a cross-reference indicating the number of the preceding volume on the same subject. The subject titles (underscored) and a brief explanation (in parentheses) are as follows: Navy (to commandants of stations, training stations, training ships, cruising ships, receiving ships, rendezvous, officers, the Marine Corps, and the Naval Academy), Executive (to the Treasury and War Departments and the Pension Office), Certificates (to service personnel or their heirs relating to certificates of discharge, records of service, and pension claims), Department (Secretary's Office), Miscellaneous (congressional and miscellaneous), Appointments (appointments and revocations of appointments of petty officers), Complements and Transfers (of ships), Navy (except complements and transfers), Whereabouts, Prevent Re-enlistments, Telegrams, Relative to General Orders &c., and Records. Many of these subjects are continued as separate press copy series for both earlier and later dates and are described in other entries. The volumes are arranged numerically; within each volume the arrangement is chronological. Most of the volumes are indexed alphabetically by initial letter of name, bureau, title, or subject. For registers, see entries 103, 104, and 108.

TYPEWRITTEN COPIES OF LETTERS SENT ("RECORDS COMMUNICATIONS SENT").

July 2, 1894-July 13, 1895. 26 vols. 7 ft. 3

These letters were sent by the Bureau to most classes of correspondents. Because of the fine paper and the elaborate binding, as well as the fact that typewritten copies were less generally used at this time than press copies, it is assumed that this is a special set, discontinued shortly after it was begun. Arranged chronologically. For registers, see entry 104.

PERSONAL LETTERS SENT BY THE CHIEF OF THE BUREAU ("PERSONAL LETTER BOOK").

Dec. 8, 1863-Sept. 5, 1874. 2 vols. 3 in. 4

Press copies of letters relating mainly to personal recommendations of applicants for positions, transfers, and other favors; confidential matters; and social affairs. Arranged chronologically. The first volume only is indexed alphabetically by initial letter of addressee's name, and thereunder chronologically. For registers, see entry 103.

LETTERS SENT CONCERNING THE NAVY'S EARLY USE OF AND EXPERIMENTATION WITH AIRCRAFT ("AVIATION"). Jan. 25, 1911-Jan. 8, 1912. 1 vol. 2 in. 5

Press copies of letters and endorsements sent by the Secretary, the Assistant Secretary, the Chief of the Bureau of Navigation, and a technical expert "in charge of Aviation" for the Department. Much of the correspondence is with "inventors" of airplanes, lighter-than-air craft, and a variety of devices for use in connection with all types of aircraft. The series also includes copies of reports to the Secretary on the progress of aviation in the Navy, answers to applications for aviation jobs, and a few letters to commercial airplane manufacturers who were seeking contracts to build planes for the Navy. Arranged chronologically. For numerical-record and subject cards that serve as a guide, see entries 92 and 93.

FAIR COPIES OF MISCELLANEOUS LETTERS SENT. July 24, 1862-Dec. 31, 1884. 9 vols. 2 ft. 6

These letters relate to business, administrative, and other matters not properly included in one of the special series of letters sent. Many of the letters are answers to inquiries from persons outside Government service. Apparently at least two volumes are missing from this series. Arranged chronologically. For registers, see entry 103. Press copies of some of these letters are described in entry 7; miscellaneous letters received for this period are described in entry 87.

PRESS COPIES OF MISCELLANEOUS LETTERS SENT ("LETTERS," "L" SERIES, ETC.).

Apr. 1, 1863-Dec. 31, 1884; July 3, 1889-Dec. 30, 1911. 258 vols. 27 ft. 7

These copies are duplicated, insofar as dates coincide, by the fair and typewritten copies described in entries 6 and 8. They are in numbered and unnumbered subseries, but all have the characteristic content

of miscellaneous series. Arranged chronologically. Indexes in the volumes for the period 1863-84 are alphabetical by initial letter of addressee's name; in the other volumes they are, for the most part, alphabetical by initial letter of name, title, agency, company, or subject, and thereunder chronological. For registers, see entries 103, 104, and 117; for numerical-record and subject cards that serve as a guide to later records, see entries 92 and 93.

TYPEWRITTEN COPIES OF MISCELLANEOUS LETTERS SENT. Nov. 1, 1889-Aug. 20, 1891. 2 in. 8

These letters were sent by the Secretary of the Navy and the Chief of the Bureau mainly to private citizens. The copies are on legal-size pages, numbered 1-459, that apparently were intended for binding. Press copies of miscellaneous letters sent for the same period are described in entry 7. For registers, see entries 103 and 104.

Letters Sent to the President, Congressmen, and Executive Departments, 1877-1911

PRESS COPIES OF LETTERS SENT TO THE PRESIDENT AND TO CABINET OFFICERS ("EXECUTIVE BOOK" OR "A" SERIES). Jan. 15, 1890-Feb. 18, 1896. 5 vols. 9 in. 9

These volumes carry the subtitle "Cabinet Officers." Most of the letters were written by the Secretary of the Navy and the Acting Secretary, who, for a time, was also the Chief of the Bureau of Navigation. The letters relate to subjects of interest to both the Secretary's Office and the Bureau, including ship movements, personnel, intelligence, relations of the Navy with foreign governments and their representatives (especially insofar as naval attachés were involved), and other matters that came under the purview of the Bureau as a result of the 1889 reorganization. The letters are arranged chronologically. The volumes are indexed alphabetically mainly by department or title of Cabinet official. Some of these letters are duplicated by the typewritten copies described in entry 10. Earlier "Executive" series beginning in June 1798 are described in entries 4 and 10 of the Checklist of the Naval Records Collection. For registers, see entries 103, 104, and 108.

TYPEWRITTEN COPIES OF LETTERS SENT TO THE SECRETARIES OF THE STATE, WAR, AND TREASURY DEPARTMENTS ("A" SERIES). Nov. 2, 1889-Aug. 26, 1891. 1/2 in. 10

These letters were sent by the Secretary and Assistant Secretary of the Navy and by the Chief of the Bureau of Navigation, who was Acting Secretary for part of the period covered by this correspondence. These copies were probably made for the Bureau Chief because of this dual role and consist of loose sheets numbered 1-162, apparently intended for binding. They are probably duplicates, insofar as dates coincide, of the press copies described in entry 9. Arranged chronologically. For registers, see entry 103.

PRESS COPIES OF LETTERS SENT TO EXECUTIVE DEPARTMENTS AND MEMBERS OF CONGRESS ("EXECUTIVE AND CONGRESSIONAL"). Feb. 10, 1896-Dec. 29, 1911. 413 vols. 42 ft.

11

These letters apparently continue part or all of the series described in entries 2, 9, and 14. Arranged chronologically. Most of the volumes contain indexes that have such headings as President, Houses of Congress, Secretary of the Navy, and Navy offices and bureaus, under which entries are by name and title of addressee. Earlier "Executive" series beginning in June 1798 are described in entries 4 and 10 of the Checklist of the Naval Records Collection. Registers for letters before 1903 are described in entry 108. The numerical-record and subject cards described in entries 92 and 93 serve the same purpose for letters from 1903 on.

LETTERS NOTIFYING CONGRESSMEN OF VACANCIES AT THE NAVAL ACADEMY AND AUTHORIZING CANDIDATES TO REPORT FOR EXAMINATION. 1877-79. 1 vol. 2 in.

12

These are fair copies of letters sent, followed by lists of Congressmen or of candidates to whom copies of the letters were sent. The letters are arranged chronologically; the lists of names, alphabetically. The volume is indexed by initial letter of name of Congressman or candidate for examination. For registers, see entry 103. Press copies of similar letters for a later period are described in entry 28.

TYPEWRITTEN COPIES OF LETTERS SENT TO CONGRESSMEN ("K" SERIES). Nov. 30, 1889-Jan. 30, 1892. 1/2 in.

13

These letters were sent to Congressmen by the Chief of the Bureau of Navigation and the Secretary of the Navy. They are on legal-size pages numbered 1-128 and were probably intended for binding. Arranged chronologically. For registers, see entries 103 and 104. For press copies of most of these letters, see entry 14.

PRESS COPIES OF LETTERS SENT TO CONGRESSMEN ("K" SERIES, "CONGRESSIONAL"). Jan. 15, 1890-Feb. 21, 1896. 3 vols. 5 in.

14

These letters were addressed to Congressmen in reply to requests for certain appointments, promotions, duty assignments, transfers, and detachments of officers; for the fleet or some vessel to proceed to a particular place to participate in a celebration; to have Navy personnel participate in such a celebration; for information concerning service personnel and ships; and for vessels to be transferred or their assignments changed. The series also includes some copies of letters from the Secretary of the Navy to the Naval Affairs Committee and the Committee on Appropriations asking for additional funds, transmitting bills, and furnishing opinions on proposed legislation affecting the Navy Department. Arranged chronologically. The volumes are indexed alphabetically by initial letter of Congressman's name. For registers, see entries 103 and 104. Typewritten copies of some of these letters are described in entry 13.

FAIR COPIES OF LETTERS SENT TO THE COMMISSIONER OF PENSIONS. Jan. 1-Dec. 23, 1884. 1 vol. 3 in. 15

The volume contains copies of a special form on which data were supplied to the Commissioner of Pensions, who headed the Pension Office in the Department of Interior. The data relate to naval service personnel who submitted claims for injuries received in line of duty. Individual jackets on officers and enlisted men were not kept until 1885 so that most of the information needed had to be procured from logbooks and muster rolls. Space was provided on the form for the date, name of vessel, name of claimant, information taken from logs, claim number, and signature of the Chief of the Bureau. Arranged chronologically. For registers, see entry 103. Press copies of most of these forms are described in entry 16. A series of letters received from the Pension Office is described in entry 74.

PRESS COPIES OF LETTERS SENT TO THE COMMISSIONER OF PENSIONS. Jan. 23-Dec. 23, 1884. 1 vol. 1 in. 16

These copies duplicate part of the fair copies described in entry 15. Arranged chronologically. For registers, see entry 103.

TYPEWRITTEN COPIES OF LETTERS SENT TO THE COMMISSIONER OF PENSIONS RELATING TO OFFICERS' SERVICE RECORDS ("M" SERIES). Feb. 4-Oct. 23, 1890. 1/4 in. 17

These are copies of letters sent that enclosed or embodied service records of officers. The copies are on legal-size pages, numbered 1-28, that were apparently intended for binding. Arranged chronologically. For registers, see entry 103. Press copies of these letters are described in entry 18.

PRESS COPIES OF LETTERS SENT TO THE COMMISSIONER OF PENSIONS RELATING TO OFFICERS' SERVICE RECORDS ("M" SERIES). Feb. 4, 1890-Feb. 13, 1896. 4 vols. 7 in. 18

These are copies of letters sent that enclosed or embodied service records of officers. They were apparently used by the Commissioner in establishing the validity of pension claims. Arranged chronologically. The volumes are indexed alphabetically by initial letter of name. For registers, see entry 103. Fair copies of some of these letters are described in entry 17.

LETTERS SENT TO THE FOURTH AUDITOR AND THE SECOND COMPTROLLER OF THE TREASURY ("I" SERIES). Jan. 15, 1890-Feb. 14, 1896. 5 vols. 8 in. 19

Press copies of letters, those to the Fourth Auditor relating to appointments, commissioning of officers, resignations, changes in duty assignments, information from records, and other pay matters. The Fourth Auditor headed the Treasury Department bureau that handled Navy and Marine pay and other accounts of the Navy Department until October 1, 1894, when he became known as Auditor for the Navy Department. The Navy Division of the Second Comptroller's Office was importantly con-

cerned in the settlement of claims made by officers and enlisted men and their relatives. The letters are arranged chronologically. The volumes are indexed alphabetically by initial letter of name of person, vessel, or, in a few cases, by subject. For registers, see entries 103 and 104.

LETTERS SENT TO THE SUPERINTENDENT OF THE PHILADELPHIA MINT. May 14, 1906-Mar. 27, 1909. 1 vol. 2 in. 20

Press copies of letters sent concerning the ordering, alteration, and return of medals and the accompanying additional service bars that were awarded to Navy men for service in the West Indian Campaign of the Spanish-American War. The manufacture of these medals was approved under acts of March 3, 1901, and February 27, 1906. The letters are arranged chronologically. The volume is indexed alphabetically by initial letter of name of ship served on, by subject, and by name of individual. For numerical-record and subject cards that serve as a guide, see entries 92 and 93. Copies of other letters sent concerning medals are described in entries 69 and 70.

Letters Sent to the Secretary of the Navy and to or Relating to Naval Establishments, 1850-1911

FAIR COPIES OF LETTERS SENT TO THE SECRETARY OF THE NAVY AND TO NAVY BUREAUS ("NAVY DEPARTMENT, A NO. 1" AND UNLABELED). July 26, 1862-Dec. 29, 1884. 2 vols. 3 in. 21

These copies document the relations of the Chief of the Bureau of Navigation with the Secretary's Office and with other bureaus of the Department. Arranged chronologically. Volume A No. 1 has a partial index. For registers, see entry 103. Press copies of letters duplicating most of these are described in entry 22. For a corresponding series of letters received, see entry 72.

PRESS COPIES OF LETTERS SENT TO THE SECRETARY OF THE NAVY AND TO NAVY BUREAUS AND OFFICES ("NAVY DEPARTMENT LETTERS" AND "C" SERIES). Mar. 30, 1863-Dec. 29, 1884; Jan. 15, 1890-Oct. 1, 1896. 9 vols. 1 ft. 22

The four volumes for the 1863-84 period contain copies of letters that are duplicated by the fair copies described in entry 21. The type-written copies described in entry 23 duplicate some of the letters in the later volumes. The volumes in the series contain, in addition to letters sent to the Secretary and to Navy bureaus, some letters to the Hydrographic Office and to the Judge Advocate General. They document the highest level administrative relations of the Bureau of Navigation with these offices and bureaus and reflect the increased powers given the Bureau in the 1889 reorganization of the Navy Department. Arranged chronologically. Six of the nine volumes contain indexes arranged by office, bureau, or subject and thereunder chronologically. For registers, see entries 103 and 104. A corresponding series of letters received for part of this period is described in entry 72. Other letters to the Judge Advocate General are described in entry 25.

TYPEWRITTEN COPIES OF LETTERS SENT TO THE SECRETARY OF THE NAVY AND TO NAVY BUREAUS ("C" SERIES). Nov. 1, 1889-July 1, 1891. 1/2 in.

23

Letters on legal-size pages numbered 1-127, apparently copied with a view to later binding. Arranged chronologically. For registers, see entries 103 and 104. For press copies of most of these letters, see entry 22.

LETTERS SENT RELATING TO THE GENERAL BOARD ("GENL BOARD"). Dec. 5, 1901-Mar. 25, 1904. 1 vol. 1 in.

24

Press copies of letters (some partially in code) and endorsements. Arranged chronologically. Indexed by initial letter of department, bureau, name, or by subject. Some of the endorsements may be registered in the volumes described in entry 115. For numerical-record and subject cards that serve as a guide, see entries 92 and 93.

LETTERS SENT TO THE JUDGE ADVOCATE GENERAL OF THE NAVY ("D" SERIES).

Mar. 6, 1895-Feb. 8, 1896. 2 vols. 4 in.

25

Press copies of letters relating to matters handled by the Judge Advocate General's Office, such as courts martial, courts of inquiry, boards of investigation, and boards for examination of officers; rank, precedence, promotions, and retirements; legislative matters and court proceedings; control of naval prisoners and prisoners of war; and reports on questions of international law. Most of the letters furnish or request information or refer to the Judge Advocate General matters that would normally come under his purview. Arranged chronologically. The volumes are indexed alphabetically by initial letter of name, vessel, yard, or subject; most entries appear under the general heading "Judge Advocate General." For registers, see entry 104. For other letters sent to the Judge Advocate General, see entry 22.

LETTERS SENT TO THE HYDROGRAPHIC OFFICE, NAVAL OBSERVATORY, NAVAL ACADEMY, AND NAUTICAL ALMANAC OFFICE. Jan. 22-Dec. 30, 1884. 1 vol. 1 in.

26

Press copies of letters concerning administrative activities in relation to these establishments, all of which were under the Bureau of Navigation at this time except the Naval Academy. Arranged chronologically. For registers, see entry 103. Fair copies of letters sent to all but one of these establishments are described in entries 27, 30, and 31; letters received from the Nautical Almanac Office and the Naval Observatory are described in entries 75, and 77.

LETTERS SENT TO AND RELATING TO THE NAVAL ACADEMY. July 17, 1850-Mar. 19, 1863; Mar. 29, 1883-Dec. 3, 1884. 2 vols. 5 in.

27

Fair copies of letters sent by the Bureau of Navigation and, in the earlier volume, by the Bureau of Ordnance and Hydrography. The Academy was under the jurisdiction of the latter from 1850 to July 5, 1862. The letters in both volumes are concerned mainly with high-level administra-

tive matters. Arranged chronologically. The earlier volume is indexed alphabetically by name of correspondent, with separate sections for letters sent to the Secretary of the Navy and to the Superintendent of the Academy; the second volume is indexed chronologically. For registers, see entry 103. Press copies of letters sent for a later period are described in entry 29.

LETTERS SENT CONCERNING VACANCIES, EXAMINATIONS, AND APPOINTMENTS AT THE NAVAL ACADEMY. Mar. 8, 1886-July 5, 1889; May 14, 1895-Sept. 6, 1895; Apr. 2, 1903-Dec. 30, 1911. 130 vols. 14 ft. 28

Press copies of letters, including form letters, telegrams, and endorsements, that were sent mainly to Congressmen or to applicants for admission to the Academy. The letters relate to vacancies, applications, examinations, and appointments to the Academy, to the resignation and reinstatement of midshipmen and former midshipmen, and to appointments to the Board of Visitors or other positions at the Academy. Arranged chronologically. There are several separately numbered subseries, all arranged chronologically. The first five volumes are indexed alphabetically by initial letter of correspondent's or candidate's name; the others are indexed alphabetically by such general headings as "Congressmen" and thereunder alphabetically by name of person. For registers, see entries 103-105; for numerical-record and subject cards that serve as guides to the later records, see entries 92 and 93. Some of the letters described in entry 29 for the period July 1889-February 1896 are the same type as those in this series.

LETTERS SENT TO THE NAVAL ACADEMY ("N" SERIES). July 1, 1889-Feb. 8, 1896. 10 vols. 1 ft. 29

Press copies of letters sent after the reorganization of the Navy Department in 1889 that transferred the Academy from the Secretary's Office back to the Bureau of Navigation. Many of the letters in the earliest volume were signed by the Secretary. In addition to copies of regular administrative correspondence with the Academy, this series includes copies of letters sent to Congressmen informing them of vacancies at the Academy from their districts and permits to candidates to report for examination. Arranged chronologically. The volumes are indexed alphabetically by initial letter of name. For registers, see entries 103 and 104. Fair copies of earlier letters sent to the Academy are described in entry 27; press copies of some letters are described in entry 26.

LETTERS SENT TO THE NAVAL OBSERVATORY. Dec. 6, 1862-Dec. 30, 1884. 2 vols. 5 in. 30

Fair copies of letters addressed to the Superintendent of the Naval Observatory. The earlier volume is labeled as containing correspondence with the Depot of Charts and Instruments, a predecessor of the United States Naval Observatory and Hydrographical Office, the latter established in December 1854. On August 1, 1866, the Naval Observatory and the Hydro-

graphic Office were made separate units. The letters relate to the procurement and supply of chronometers, compasses, and other instruments; the distribution of charts, copies of the Nautical Almanac, and certain technical books carried on board vessels; and housekeeping matters. Arranged chronologically. The earlier volume contains a chronological index for letters through April 22, 1863. For registers, see entry 103. Some press copies of letters to the Naval Observatory are described in entry 26.

LETTERS SENT TO THE NAUTICAL ALMANAC OFFICE. Aug. 4, 1862-Dec. 5, 1884.
1 vol. 2 in. 31

Fair copies of letters relating to administrative and financial relations between the Bureau of Navigation and the Office, especially the preparation and distribution of the American Ephemeris and Nautical Almanac and other publications. Arranged chronologically. For registers, see entry 103. Some press copies of letters sent are described in entry 26. A corresponding series of letters received is described in entry 75.

LETTERS SENT TO THE SIGNAL OFFICE. Jan. 11, 1871-Dec. 10, 1883. 1 vol.
2 in. 32

Fair copies of letters sent to the Signal Office, relating to technical experimental and signal matters as well as to administrative, housekeeping, and financial matters. The Signal Office, organized in 1869, was attached to the Bureau of Navigation. The letters are arranged chronologically. A note in this volume reads "For letters of 1884 see 'Letters to Navy Department.'" The series referred to is probably the one described in entry 21. For registers, see entry 103. A corresponding series of letters received is described in entry 78. Records of the Signal Office are described in entries 425 and 426.

ENDORSEMENTS REFERRING LETTERS RECEIVED BY THE BUREAU ("ENDORSEMENTS," "REFERENCES"). Nov. 22, 1872-Dec. 31, 1884. 3 vols. 3 in. 33

Press copies of endorsements by the Chief Clerk of the Bureau of Navigation, referring correspondence to administrative units of the Bureau. Arranged chronologically. For registers, see entry 103.

MEMORANDUMS, ENDORSEMENTS, AND LETTERS SENT. Aug. 14, 1866-June 13, 1884; Jan. 25, 1898-Jan. 3, 1901; Aug. 27-Oct. 21, 1902. 4 vols.
4 in. 34

This series, in three subseries as indicated by the dates above, consists of press copies of (1) mainly intrabureau memorandums, although a few are addressed to the Secretary of the Navy, from the Chief of the Bureau or the Chief Clerk, relating to technical matters such as navigation, administration, finance, regulations, standards, and procedures; personnel; supply; and miscellaneous routine matters; arranged chronologically; (2) memorandums sent to the Secretary of the Navy by the Chief of the Bureau, relating mainly to the transmission of service rec-

ords of enlisted men, enlistment regulations, quotas, and complements; arranged chronologically and indexed in general alphabetically by name and subject; (3) unofficial memorandums, letters, and endorsements containing suggestions that were not yet in the form of official orders, regulations, or circulars, or information and instructions that were sent through unofficial channels. Arranged chronologically.

LETTERS SENT THAT CONCERN RECRUITING ("RECRUITING"). May 27, 1905-Dec. 30, 1911. 53 vols. 6 ft.

35

Press copies of letters, including form letters, endorsements, and telegrams, that contain orders to recruiting ships, parties, and stations. The letters are concerned with the regulation of recruiting activities, including administration and financing of the program, publicity, transportation of recruits, assignments and transfers of apprentice seamen and officers detailed to recruiting duty, and waiving of certain requirements for enlistment. Arranged chronologically. The volumes are indexed alphabetically under such general headings as name of bureau or other Government agency, place where recruiting station was located, and name of ship and thereunder chronologically. For numerical-record and subject cards that serve as a guide, see entries 92 and 93.

ENDORSEMENTS REFERRING LETTERS TO THE BUREAU OF MEDICINE AND SURGERY ("M & S"). Mar. 7, 1906-Dec. 30, 1911. 10 vols. 1 ft.

36

Press copies of endorsements, most of which forwarded letters to the Bureau of Medicine and Surgery, containing recommendations or information. The letters, for the most part, requested examinations for ratings in the Hospital Corps, higher ratings, transfers, leave, and waiver of physical requirements for enlistment. The endorsements reported personnel actions already taken; asked for overdue reports; reported deaths, illnesses, and epidemics; and requested opinions as to the physical fitness of men seeking reenlistment or in whom physical defects were discovered after enlistment. Arranged chronologically. Indexed alphabetically by initial letter of name of correspondent, vessel, recruiting office, or station. For numerical-record and subject cards that serve as a guide, see entries 92 and 93.

LETTERS SENT CONCERNING HYDROGRAPHIC MATTERS ("HYDRO. OFFICE"). July 15, 1910-May 22, 1911. 1 vol. 1 in.

37

Press copies of letters, including endorsements, telegrams, and memorandums, sent by the Bureau of Navigation, with a few sent by the Secretary of the Navy. Many of the endorsements accompany correspondence being referred to the Hydrographic Office. The letters relate to the administration and policy of the Office; the furnishing of hydrographic information to Members of Congress; the procurement of men to serve on hydrographic expeditions; technical hydrographic instructions or information sent to the field hydrographic units and to fleets, squadrons, and officers commanding vessels; and appropriations to be used for hydrographic purposes. Arranged chronologically. Indexed alphabetically by

initial letter of department, bureau, fleet, yard, station, or ship, and, in a few cases, by name of individual. For numerical-record and subject cards that serve as a guide, see entries 92 and 93. Copies of earlier letters sent to the Hydrographic Office are described in entries 26 and 30.

Letters Sent to and Relating to Officers, 1850-1911

See also entries 15-18 for letters sent to the Commissioner of Pensions relating to officers.

LETTERS SENT TO OFFICERS OF THE ENGINEER CORPS. Dec. 3, 1850-Oct. 12, 1899. 10 vols. 3 ft. 38

Fair copies of letters sent by the Bureau of Ordnance and Hydrography and later by the Bureau of Navigation, together with some sent by the Secretary of the Navy. They are mainly orders transferring, detaching, or reassigning engineer officers. Arranged chronologically. Each volume is indexed alphabetically by name of officer. For registers, see entries 103-105.

LETTERS SENT TO NAVIGATION OFFICERS ("OFFICES OF NAVIGATION," "NAVIGATION OFFICERS"). July 28, 1862-Mar. 13, 1869. 5 vols. 1 ft. 39

Fair copies of letters addressed to navigation officers at navy yards, relating mainly to the furnishing of navigational instruments and technical and instructional literature. A few letters relate to projected navigational and hydrographic surveys. Arranged chronologically. For registers, see entry 103. Letters received from navigation officers are described in entry 80.

LETTERS SENT TO NAVY AGENTS, PAY OFFICERS, AND STOREKEEPERS. Aug. 2, 1862-Dec. 31, 1884. 5 vols. 1 ft. 40

Fair copies of letters sent, through June 18, 1868, mainly to Navy agents and storekeepers; after that date, to paymasters, pay directors, and pay inspectors at Navy yards and stations, at the Naval Academy, and on vessels. The letters relate to approvals of requisitions and vouchers for stores, supplies, salaries, and services; and to authorizations to expend money under pertinent Bureau and departmental appropriations. Arranged chronologically. For registers, see entry 103. Press copies of letters sent to paymasters during 1884 are described in entry 44. Letters received from paymasters during this period are described in entry 81.

PRESS COPIES OF LETTERS SENT TO OFFICERS. Dec. 17, 1862-Dec. 31, 1884. 101 vols. 11 ft. 41

These letters were sent, during most of the period, by the Bureau of Navigation and Office of Detail, which issued orders to and detailed both staff and line officers. The Office of Detail was not separated from the Bureau until October 1, 1884. The letters in this series are arranged chronologically. The first 15 volumes are indexed alphabeti-

cally by name of addressee, with entries thereunder arranged chronologically. For registers, see entry 103. Most of these letters are duplicated by the fair copies described in entry 42; press copies of letters for later dates are described in entries 46 and 50. A corresponding series of letters received from officers is described in entry 79.

FAIR COPIES OF LETTERS SENT TO OFFICERS. Mar. 2, 1863-Dec. 31, 1884.

6 vols. 1 ft.

42

These letters were addressed mainly to commanders of fleets, squadrons, flotillas, and vessels. The letters relate to the furnishing of navigational, hydrographic, and signal instruments and other apparatus; the supplying of charts and literature; experimental and scientific matters; navigational observations; orders and instructions; personnel; correction of circulars and manuals; and miscellaneous administrative and financial matters. Arranged chronologically. For registers, see entry 103. Press copies of these letters are described in entry 41.

LETTERS SENT CONCERNING APPOINTMENTS AS ACTING ENGINEERS ("ACTING APPOINTMENTS, ENGINEER CORPS, U. S. N."). Jan. 2, 1864-Apr. 19, 1870.

2 vols. 6 in.

43

Fair copies of letters sent by the Secretary of the Navy and the Chief of the Bureau appointing officers or detaching them for temporary service in the Corps of Engineers. The letters relate to transfers, leave, and other routine matters. Arranged chronologically. The volumes are indexed alphabetically by name of officer. For registers, see entry 103.

LETTERS SENT TO PAYMASTERS. Jan. 22-Dec. 31, 1884. 1 vol. 1 in.

44

Press copies, mainly of form letters, sent in connection with requisitions made on the Bureau by paymasters. Arranged chronologically. These letters are probably entered in the registers described in entry 103. Some of the fair copies described in entry 40 duplicate the letters in this series.

TYPEWRITTEN COPIES OF LETTERS SENT TO OFFICERS ("H" SERIES). Jan. 15-June 28, 1890. 1/2 in.

45

These letters were sent by the Chief of the Bureau of Navigation as Chief and also as Acting Secretary of the Navy. The copies are on loose sheets, numbered 1-78, that were apparently intended for binding. Arranged chronologically. For registers, see entry 103. Press copies of these letters are described in entry 46.

PRESS COPIES OF LETTERS SENT TO OFFICERS ("H" SERIES, "OFFICERS GENERAL CORRESPONDENCE"). Jan. 15, 1890-Feb. 15, 1896. 9 vols. 1 ft.

46

This series, according to a note in some volumes, excludes letters to commanders in chief, commanders of stations, and officers commanding vessels. Arranged chronologically; an alphabetic name index is in each volume. For registers, see entries 103 and 104. The fair copies de-

scribed in entry 45 duplicate some of these letters. For earlier and later series of press copies of letters sent to officers, see entries 41 and 50, respectively.

TYPEWRITTEN COPIES OF ORDERS SENT TO OFFICERS. Nov. 1, 1889-Oct. 3, 1890. 1 in. 47

These orders were sent by the Secretary of the Navy and by the Chief of the Bureau of Navigation, who was also Acting Secretary for a time. The copies are on loose sheets, numbered 1-226, that were apparently intended for binding. Arranged chronologically. For registers, see entry 103. A series of press copies of orders sent to officers, most of which are for a later date, is described in entry 48.

PRESS COPIES OF ORDERS SENT TO OFFICERS ("G" SERIES, "ORDER BOOK--OFFICERS"). Jan. 15, 1890-Feb. 1, 1896. 42 vols. 6 ft. 48

These are copies of regular and form letters that contain orders relating to changes of duty, leaves of absence, travel orders, courts martial, courts of inquiry, resignations, dismissals, examinations, commissions, and the like. The letters are arranged chronologically. Each volume contains an alphabetical name index. For registers, see entries 103 and 104. Typewritten copies of orders to officers, 1889-90, are described in entry 47.

LETTERS TRANSMITTING NOMINATIONS OF OFFICERS ("B" SERIES). Jan. 15, 1890-Feb. 15, 1896. 2 vols. 3 in. 49

Press copies of letters sent by the Secretary of the Navy and by the Chief of the Bureau in his capacity as Acting Secretary for this period. Most of the letters transmitted to the President for his signature nominations of officers to fill vacancies and officers' commissions. Arranged chronologically. The volumes are indexed alphabetically by name of nominee or officer. For registers, see entries 103 and 104.

PRESS COPIES OF LETTERS SENT TO OFFICERS ("OFFICERS," "OFF.>"). Feb. 10, 1896-Dec. 30, 1911. 332 vols. 36 ft. 50

Include form letters, orders, telegrams, and cablegrams. This series appears to continue the series described in entries 41 and 46 but is described separately because the letters are not duplicated by fair copies as are most of those in the other series. Arranged chronologically. The volumes are indexed, for the most part, alphabetically by initial letter of officer's name. For registers, see entries 105 and 109; for numerical-record and subject cards that serve as a guide to the later records, see entries 92 and 93. A separate series of orders is described in entry 48.

Letters Sent to Commandants, 1862-1911

See also various entries under the heading "Letters Sent to the Secretary of the Navy and to or Relating to Naval Establishments."

LETTERS SENT TO OFFICERS COMMANDING NAVY YARDS, STATIONS, AND SQUADRONS ("COMMANDANTS, BUREAU OF NAVIGATION"). Aug. 5, 1862-Dec. 31, 1884. 16 vols. 3 ft. 51

Fair copies of letters sent that reflect the wide powers of the Bureau of Navigation over officers during this period. The earliest volume is labeled "Commandants of Naval Stations E No. 1" and overlaps in dates the letters in the next volume. Most of the letters are directed to officers commanding navy yards. Arranged chronologically. For registers, see entry 103. Press copies of some of these letters, for 1884 only, are described in entry 53. Letters received from commandants of yards and stations for this period are described in entry 83.

CIRCULARS AND CIRCULAR LETTERS. Mar. 21, 1866-Oct. 13, 1874; June 8, 1875-Dec. 6, 1884; Feb. 15, 1890-July 26, 1892, and May 15, 1896. 4 vols. 5 in. 52

This series, composed of the three subseries indicated by the dates above, consists of press copies of: (1) circular letters sent by the Bureau to navigation officers, commandants of yards, and officers commanding squadrons, stations, rendezvous, and vessels, arranged chronologically; (2) confidential circulars, also sent to officers commanding vessels, squadrons, and yards, arranged chronologically; and (3) Bureau information circulars, Nos. 1-17 and 72 (dated May 15, 1896), arranged numerically.

LETTERS SENT TO COMMANDANTS OF NAVY YARDS ("COMMANDANTS"). Jan. 22-Dec. 31, 1884. 3 vols. 4 in. 53

Press copies of letters relating mainly to matters handled by navigation officers, such as furnishing to yards or vessels routine supplies, navigation stores, navigational equipment, and official and nonofficial publications; conducting surveys and inventories of materials; and returning to or repairing articles for the Bureau. Arranged chronologically. For registers, see entry 103. Fair copies of letters sent to commandants of yards, stations, and squadrons, 1862-84, are described in entry 51; letters sent for a later period are described in entry 56.

LETTERS SENT TO COMMANDANTS OF NAVY YARDS AND STATIONS AND TO THE MARINE CORPS ("E" SERIES). Nov. 4, 1889-Nov. 5, 1891. 1 in. 54

Typewritten copies of letters sent by the Chief of the Bureau of Navigation, the Secretary of the Navy, and the Acting Secretary, who, for part of the period, was the Bureau Chief. The copies are on legal-size sheets, numbered 1-243, that were apparently intended for binding. Arranged chronologically. For registers, see entries 103 and 104. A series of press copies duplicating a part of this series is described in entry 55.

LETTERS SENT TO COMMANDANTS OF NAVY YARDS AND STATIONS AND TO THE MARINE CORPS ("E" SERIES). Jan. 15, 1890-Feb. 10, 1896. 5 vols. 8 in. 55

Press copies of letters and telegrams sent, relating to movements of vessels in and out of yards, commissioning and decommissioning of vessels,

personnel appointments and transfers, disciplinary actions, and training. After the Navy Department was reorganized in 1889 the Bureau of Navigation had broader powers than ever before and these letters thus relate to some functions new to the Bureau. Arranged chronologically. The volumes are indexed alphabetically by initial letter of yard, person, vessel, or subject. For registers, see entries 103 and 104. Typewritten copies duplicating part of these letters are described in entry 54. Press copies of earlier letters are described in entry 53; fair copies, in entry 51; and press copies of a continuing series, in entry 59.

TYPEWRITTEN COPIES OF LETTERS SENT TO OFFICERS COMMANDING SQUADRONS AND VESSELS ("F" SERIES). Jan. 15, 1890-May 6, 1892. 2 in. 56

These letters were sent by the Secretary of the Navy, the Assistant Secretary, and the Chief of the Bureau of Navigation both in his capacity as Chief and as Acting Secretary. The copies are on legal-size sheets, numbered 1-486, that were apparently intended for binding. Arranged chronologically. For registers, see entries 103 and 104. Press copies of letters sent that duplicate this series are described in entry 57.

PRESS COPIES OF LETTERS SENT TO OFFICERS COMMANDING SQUADRONS AND VESSELS ("F" SERIES). Jan. 15, 1890-Feb. 20, 1896. 9 vols. 1 ft. 57

These letters and telegrams were sent by the Chief of the Bureau and the Secretary of the Navy. Some are from the Chief in his capacity as Acting Secretary. Part of the letters are addressed to "Commander in Chief, U. S. Naval Force on _____ Station." Arranged chronologically. The volumes are indexed alphabetically by name of squadron or station, ship, place, and the like, with entries thereunder arranged chronologically. For registers, see entries 103 and 104. The fair copies described in entry 56 duplicate some of these letters. For a later series of letters sent to ships, see entry 60.

LETTERS AND ORDERS SENT TO OFFICER COMMANDING THE BERING SEA SQUADRON ("O" SERIES). Apr. 21-May 18, 1893. 1/4 in. 58

Typewritten copies of letters and orders, mainly from the Chief of the Bureau but some from the Secretary of the Navy and the Acting Secretary, to Nicoll Ludlow, commander of the United States Naval Forces in the Bering Sea. This squadron patrolled the territorial waters of Alaska as provided by a convention between the United States and Great Britain dated April 18, 1892, and a Presidential proclamation dated April 8, 1893, prohibiting sealing in these waters. The letters contain information on seals and sealing as well as patrol activities. Arranged chronologically.

LETTERS SENT TO STATIONS, SQUADRONS, AND SHORE ESTABLISHMENTS ("STATIONS"). Feb. 10, 1896-Dec. 30, 1911. 222 vols. 23 ft. 59

Press copies of letters, including form letters, endorsements, telegrams, and cablegrams. This series continues the one described in entry 55, but has a wider coverage. The subject matter varies, as may be seen

by referring to the registers and cards mentioned below. Arranged chronologically. The volumes are indexed alphabetically by initial letter of station, yard, shore establishment, and the like and thereunder by name of person. For registers, see entry 112; for numerical-record and subject cards that serve as a guide to these records, see entries 92 and 93.

LETTERS SENT TO SHIPS ("SHIPS"). Feb. 10, 1896-Dec. 30, 1911.

264 vols. 28 ft.

60

Press copies of letters, including form letters, endorsements, telegrams, and cables, that were sent to apparently every class of vessel. This series continues, in part, the series described in entry 57. Arranged chronologically. The volumes are indexed alphabetically, mainly by name of ship, with entries thereunder made chronologically. For registers, see entry 113; for numerical-record and subject cards that serve as a guide, see entries 92 and 93.

"DEPARTMENTAL" LETTERS SENT TO COMMANDING OFFICERS AND TO THE STATE DEPARTMENT ("DEPT."). Sept. 9, 1896-Apr. 10, 1900. 1 vol. 2 in. 61

Press copies of letters, telegrams, and endorsements sent by the Secretary, Acting Secretary, and Assistant Secretary of the Navy, by the Chief of the Bureau of Navigation, and by the Office of Naval Intelligence. In general the letters document the receipt of intelligence reports from ships and squadrons; forward intelligence publications, photographs, diagrams, and other materials; and inform commanding officers at shore installations that foreign dignitaries have been granted permission to visit such installations. Arranged chronologically. The volumes are indexed alphabetically by ship, squadron, person, or department, with entries thereunder made chronologically.

LETTERS SENT RELATING TO THE NAVY'S RELATIONS WITH RUSSIA AND JAPAN ("RUSSIA AND JAPAN"). Mar. 11, 1904-June 3, 1905. 1 vol. 1 in.

62

Press copies of letters, endorsements, cablegrams, and telegrams sent mainly from the Office of the Secretary of the Navy to the President, to the Secretary of State, or to officers commanding the Asiatic Fleet, the Pacific Squadron, or the vessels thereof. Some endorsements referred letters to the General Board and the Office of Naval Intelligence. They contain information on the progress of the Russo-Japanese War and orders to commanding officers in conformity with General Order No. 154, which embodied the Executive order of the President urging "all officials of the Government, civil, military, and naval" to maintain United States neutrality. Arranged chronologically. The volume is indexed alphabetically by department, bureau, station, squadron, or vessel, with entries thereunder made chronologically.

LETTERS AND ORDERS SENT CONCERNING OPERATIONS OF VESSELS ("OPERATIONS SHIPS"). Jan. 3, 1909-June 30, 1910. 2 vols. 3 in. 63

Press copies of letters and orders sent by the Secretary, Assistant Secretary, and Acting Secretary of the Navy to officers commanding ves-

sels. During part of this period the Chief of the Bureau was Acting Secretary of the Navy, which accounts for the presence of these volumes among records of the Bureau. The letters and orders are arranged chronologically. The volumes are indexed alphabetically by initial letter of ship's name. For numerical-record and subject cards that serve as a guide to these records, see entries 92 and 93.

Letters Sent to and Relating to Enlisted Personnel and Apprentices,
1864-1911

PRESS COPIES OF LETTERS SENT CONCERNING NAVAL APPRENTICES. Dec. 19, 1864-July 31, 1869. 2 vols. 3 in. 64

Most of these copies are duplicated by the fair copies described in entry 65. Arranged chronologically. For registers, see entry 103. A corresponding series of letters received are described in entry 86.

FAIR COPIES OF LETTERS SENT CONCERNING NAVAL APPRENTICES. Dec. 22, 1864-Sept. 11, 1869. 1 vol. 2 in. 65

These letters were sent to commanders of "school" or "practice" ships on which naval apprentices were trained. They relate to the administration of and supplies for the apprentice ships, and to such matters as the recruiting, discipline, discharge, general welfare, and instruction of apprentices. Arranged chronologically. For registers, see entry 103. Press copies of letters concerning apprentices are described in entry 64. Letters received concerning apprentices are described in entry 86. Other records relating to apprentices are described in entries 241-253.

LETTERS SENT TO OR RELATING TO ENLISTED MEN. Dec. 22, 1890-Mar. 3, 1891; Sept. 24, 1903-Nov. 4, 1904. 44 vols. 5 ft. 66

Press copies of letters, including form letters and endorsements, most of which relate to personnel and administrative matters involving enlisted men. The earliest volume, labeled "U-1," contains letters sent to both official and nonofficial persons and form letters addressed to the Commissioner of Pensions for use in adjudicating pension matters. The form letters contain information or extracts from enlisted men's records and from log books. The letters in this series are arranged chronologically. All volumes except the earliest are indexed alphabetically by initial letter of enlisted man's name. For registers, see entry 104; for numerical-record and subject cards that serve as a guide to the later records, see entries 92 and 93. The registers described in entry 110 serve as a guide to the letters for the period January 1896-December 1902 that are missing from this series.

MISCELLANEOUS LETTERS SENT TO OR RELATING TO NAVY SERVICE PERSONNEL ("MISCEL. NAVY"). Feb. 10, 1896-Feb. 22, 1903. 18 vols. 2 ft. 67

Press copies of letters, including form letters and endorsements, sent to men either in or formerly in the Navy, mainly enlisted men and

warrant officers seeking return to the service. The letters relate to waivers of certain reenlistment requirements, changes in the character of discharges, extensions of leave, admissions to the Naval Home at Philadelphia, and the like. The series includes copies of many routine form letters telling applicants for pensions that their applications had been forwarded to the Commissioner of Pensions; copies of letters of commendation for acts of heroism, such as rescues at sea; and copies of letters concerning medals. Arranged chronologically. The volumes are indexed alphabetically by initial letter of name. For registers, see entries 109 and 110; for numerical-record and subject cards that serve as a guide, see entries 92 and 93. For other series of records concerning medals, badges, and other awards, see entries 20, 69, and 70.

LETTERS SENT RELATING TO SERVICE RECORDS ("RECORDS OF SERVICE," "R OF S"). Feb. 11, 1896-Dec. 30, 1911. 113 vols. 12 ft. 68

Press copies of letters, forms, and endorsements conveying records of service "to legal heirs who submit proof that they are such; and to Government, State, and other recognized officials"; letters applying for issuance of certificates in lieu of lost discharges, requesting removal of charges of desertion, and informing official and nonofficial correspondents of the whereabouts of officers and enlisted men; and interbureau correspondence, mainly requesting medical records. The service records furnished were for the most part those of enlisted men for use in connection with applications for pensions or other Federal, State, and local benefits. Many of the letters were sent to the Commissioner of Pensions. Arranged chronologically. The volumes are indexed alphabetically by initial letter of name of person for whom records were furnished or to whom the correspondence relates. For registers, see entry 111; for numerical-record and subject cards that serve as a guide to the letters from 1903 on, see entries 92 and 93.

LETTERS SENT FORWARDING CERTIFICATES, APPOINTMENTS, AND BADGES ("C. S. C., G. C. B., B. P. O."). Feb. 13, 1896-Sept. 4, 1903. 15 vols. 2 ft. 69

These are press copies of form letters used to forward continuous-service certificates, appointments, and good conduct badges. The letters are addressed mainly to commanding officers of ships to which the men concerned were assigned. Arranged chronologically. The volumes are indexed alphabetically by initial letter of name of recipient of certificate or badge. For registers, see entries 105 and 110; for numerical-record and subject cards that serve as a guide to the 1903 letters, see entries 92 and 93. For press copies of other letters sent relating to medals and badges, see entries 20, 67, and 70.

LETTERS SENT RELATING TO NAVY MEDALS AND BADGES ("MEDALS AND BADGES"). Nov. 3, 1908-Dec. 27, 1911. 9 vols. 1 ft. 70

Press copies of letters relating mainly to awards made for participation in the Spanish, Philippine, China, and West Indian Campaigns and

in the Civil War. Most of the series consists of form letters used for transmitting free medals and badges to recipients, either directly or through their commanding officers. Also included are letters requesting proof of identity or granting permission to purchase badges and medals from commercial firms, letters refusing awards, and letters to manufacturing firms that sought contracts to manufacture medals and badges. Arranged chronologically. The volumes are indexed alphabetically by initial letter of name of recipient or correspondent. For numerical-record and subject cards that serve as a guide, see entries 92 and 93. For press copies of other letters sent relating to medals and badges, see entries 20, 67, and 69; for other records relating to Navy awards, see entries, 85 and 370-372A.

Letters Sent Relating to Civilian Naval Personnel, 1903-9

LETTERS, REPORTS, AND MEMORANDUMS SENT CONCERNING CIVILIAN PERSONNEL.

Feb. 2, 1903-July 30, 1909. 1 vol. 1 in.

71

This series of press copies includes transcripts of service records showing duties, dates of employment, rates of pay, and other personnel data; letters, reports, and memorandums relating to personnel changes; and letters or reports containing statements of functions and job descriptions. Arranged chronologically. For numerical-record and subject cards that serve as a guide, see entries 92 and 93.

Letters Received, 1862-89

LETTERS RECEIVED FROM THE SECRETARY OF THE NAVY AND FROM NAVY BUREAUS ("NAVY DEPARTMENT"). Aug. 2, 1862-Dec. 31, 1883. 8 vols. 1 ft.

72

Letters, including form letters and memorandums, received from the Secretary, the offices of the Solicitor and Naval Judge-Advocate General and the Judge Advocate General, the Office of Naval Intelligence, and from the following bureaus: Steam Engineering, Provisions and Clothing, Equipment and Recruiting, Construction and Repair, Yards and Docks, and Medicine and Surgery. Before 1865 the legal business of the Navy was handled by the Secretary. In 1865 the Solicitor and Naval Judge-Advocate General was appointed and served until 1870, when solicitors of all Government agencies were transferred to the Justice Department. In 1880 the appointment of a Judge Advocate General in the Navy Department was authorized. The series also includes a few letters from boards and from the Office of the Superintendent of Compasses, created as a part of the Bureau in 1873. Arranged chronologically. For registers, see entry 103. For fair copies of letters sent to the Secretary of the Navy and Navy bureaus for this period, see entry 21.

LETTERS RECEIVED FROM THE FOURTH AUDITOR OF THE TREASURY DEPARTMENT, THE NAVAL ACADEMY, AND THE NAVAL OBSERVATORY. Jan. 3, 1866-Dec. 31, 1868; Jan. 1870-Dec. 24, 1872. 4 vols. 4 in.

73

These letters are bound separately from other letters from the Academy

(described in entry 76) and from the Observatory (described in entry 77). The letters for 1869 have not been found. Arranged by establishment and thereunder chronologically. Indexed alphabetically by name of official from whom the correspondence was received. For registers, see entry 103.

LETTERS RECEIVED FROM THE PENSION OFFICE. Dec. 1, 1870-Dec. 31, 1879;
June 1, 1882-Dec. 23, 1885. 7 vols. 1 ft. 74

Mainly form letters from the Commissioner of Pensions in the Interior Department, seeking information on service records of pension applicants. The verification of service and of injuries was, of course, important in the granting or denying of pensions and claims. Arranged chronologically. The first two volumes are indexed alphabetically by name of pension applicant. For registers, see entries 103 and 107. For copies of letters sent to the Commissioner of Pensions, see entries 15-18.

LETTERS RECEIVED FROM THE NAUTICAL ALMANAC OFFICE ("NAUTICAL ALMANAC").
Aug. 16, 1862-Dec. 13, 1884. 6 vols. 11 in. 75

Relate to administrative activities of the Office, the preparation and distribution of the American Ephemeris and Nautical Almanac, and technical matters arising out of the taking of astronomical observations and other scientific data, methods of compilation, and editorial questions. Arranged chronologically. For registers, see entry 103. For copies of letters sent to the Office, see entries 26 and 31.

LETTERS RECEIVED FROM THE NAVAL ACADEMY ("NAVAL ACADEMY"). Sept. 24,
1862-Dec. 12, 1883. 8 vols. 2 ft. 76

Relate mainly to administrative routine and financial management matters that were in the hands of the Bureau of Navigation. Arranged chronologically. For registers, see entry 103. For a separate series containing letters received from the Academy, see entry 73. For copies of letters sent to the Academy, see entries 26, 27, and 29.

LETTERS RECEIVED FROM THE NAVAL OBSERVATORY ("NAVAL OBSERVATORY").
Nov. 12, 1862-Dec. 29, 1884. 11 vols. 2 ft. 77

For the period December 1854-August 1866 the correct name of this establishment was the United States Naval Observatory and Hydrographical Office, although that name seldom appears in this correspondence. The letters in this series relate to the rating of chronometers and care of navigational and surveying instruments; the sending of time signals; the procurement and supply of instruments such as chronometers, compasses, barometers, and optical instruments; the distribution of charts and technical books; and routine administration and housekeeping. Arranged chronologically. For registers, see entry 103. For a separate series containing letters received from the Observatory, see entry 73. For copies of letters sent to the Observatory, see entries 26 and 30.

LETTERS RECEIVED FROM THE CHIEF SIGNAL OFFICER ("SIGNAL OFFICE").
Jan. 12, 1871-Dec. 14, 1883. 3 vols. 7 in. 78

Letters, memorandums, and reports relating to the administration of

the Signal Office, the revision of the Signal Book, experimental and technical phases of signaling, instruction in signaling aboard ships, and laws and regulations affecting or authorizing activities of the Office. Part of volume 2 relates to early experimentation with the Very pistol, a device for night signaling with red and green lights. Arranged chronologically. For registers, see entry 103. Fair copies of letters sent to the Signal Office are described in entry 32.

LETTERS RECEIVED FROM OFFICERS ("NAVAL OFFICERS"). July 26, 1862-Dec. 29, 1884. 120 vols. 22 ft. 79

Letters and telegrams from officers commanding vessels, special units of fleets (such as naval forces on North Atlantic, European, and Asiatic stations), and naval stations, together with a few from the Light House Board and other establishments. Arranged chronologically. For registers, see entry 103. For fair and press copies of letters sent to offices during this period, see entries 41 and 42.

LETTERS RECEIVED FROM NAVIGATION OFFICERS ("NAVIGATION OFFICERS"). July 31, 1862-Dec. 30, 1884. 143 vols. 24 ft. 80

Letters and telegrams from navigation officers stationed at navy yards, relating mainly to navigational instruments; technical matters and navigational literature; and navigational apparatus, books, charts, binoculars, and navigation stores in general. The volumes also contain duplicate payrolls, invoices, and reports covering expenditures; some of the later volumes contain reports of navigation officers. Arranged chronologically. For registers, see entry 103. Fair copies of letters sent to navigation officers for part of this period are described in entry 39.

LETTERS RECEIVED FROM NAVY PAYMASTERS ("PAYMASTERS"). Aug. 1, 1862-Dec. 29, 1884. 53 vols. 9 ft. 81

Mainly transmittal letters for monthly returns showing money received and disbursed, abstracts of public bills with accompanying vouchers paid during a given quarter, statements of disbursements, and similar financial papers. The enclosures referred to are not bound with the transmittal letters. One volume, covering the period March 1-September 9, 1884, is missing. The letters are arranged chronologically. For registers, see entry 103. For fair and press copies of letters sent to paymasters, see entries 40 and 44.

LETTERS RECEIVED FROM OFFICERS COMMANDING VESSELS AND SQUADRONS.

May 9-July 24, 1862. 1 vol. 2 in. 82

Most of these letters were received by the Bureau of Ordnance and Hydrography, since the Bureau of Navigation was not established until July 5, 1862. They relate chiefly to such matters as the furnishing of ordnance manuals, signal books, instruments, charts, and nautical almanacs. Arranged chronologically. Indexed alphabetically by name of officer and thereunder chronologically. For registers, see entry 103.

LETTERS RECEIVED FROM COMMANDANTS OF YARDS AND STATIONS ("COMMANDANTS").

Aug. 19, 1862-Dec. 30, 1884. 99 vols. 17 ft. 83

Include acknowledgments of letters received from the Bureau; letters transmitting requisitions, schedules, and payrolls for approval; and reports. Arranged chronologically. For registers, see entry 103. For fair and press copies of letters sent to commandants of yards and stations, see entries 51 and 53.

LETTERS RECEIVED RELATING TO SIGNALING AT SEA. 1869-89. 2 vols.

4 in. 84

One volume, labeled "1869-1884, Signalling, Miscellaneous Papers," contains letters and reports on signaling apparatus and tests such as those submitted by commanders of naval vessels. Except that the reports are grouped together, the contents of the volume appear to be unarranged. The other volume (1877-89), labeled "Signalling, Enclosures to Letters &c.," consists mainly of pamphlets, drawings, clippings, and manuscripts relating to systems of signaling at sea. Many of these bear the received stamp of the Bureau, an enclosure number, and the number of the related correspondence that they originally accompanied. Unarranged. For registers, see entries 103 and 107.

LETTERS RECEIVED RELATING TO MEDALS OF HONOR. Jan. 1, 1862-Dec. 31, 1866. 2 vols. 4 in. 85

Letters received from commanders of vessels and other officers on board ship and ashore and from the men to whom medals were awarded. The letters relate to the transmittal of the medals or acknowledge their receipt. Arranged chronologically. Indexed alphabetically by name of person. For registers, see entry 103. For later series of press copies of letters sent relating to medals and badges, see entries 20, 67, 69, and 70.

LETTERS RECEIVED CONCERNING NAVAL APPRENTICES. Dec. 17, 1864-Aug. 31, 1869. 18 vols. 3 ft. 86

Letters and reports concerning the training and progress of apprentices and related financial matters. Arranged chronologically. For registers, see entry 103. For copies of letters sent relating to apprentices, see entries 64 and 65.

MISCELLANEOUS LETTERS RECEIVED. July 1862-Dec. 1884. 62 vols. 11 ft. 87

These letters and telegrams follow the usual pattern of miscellaneous correspondence--from many sources and relating to numerous subjects. Volumes 16, 17, and 18 (May 30-December 12, 1867) are missing. Arranged chronologically. Volume 1 contains a partial name index, arranged alphabetically by initial letter of correspondent's name. For registers, see entry 103. For copies of miscellaneous letters sent, see entries 6-8.

Letters Received and Copies of Letters Sent
Interfiled, 1885-1945

GENERAL CORRESPONDENCE. 1889-1913. 2,337 ft. 88

Letters received and press copies of letters sent in reply, folded together according to the system for filing correspondence begun in 1885 (see p. 5). Arranged chronologically and thereunder by file number; a small quantity of correspondence dated as early as 1885 is unarranged. The registers described in entries 103-117 and the numerical-record and subject cards described in entries 92 and 93 serve as subject guides to this correspondence. The Partial Subject Index to the General Correspondence of the Bureau of Navigation, 1903-25, which is an appendix to this inventory, is helpful in using the cards. The index to officers' jackets, described in entry 192, may also be useful in connection with this correspondence.

GENERAL CORRESPONDENCE. 1913-25. 1092 ft. 89

This correspondence is a continuation of the correspondence described in entry 88, but the letters are flat-filed in folders. A few small groups of correspondence are filed separately, as follows: budget circulars, 1921-33; correspondence with publishers, 1913-14; tropical uniforms, n.d.; and transatlantic flights, ca. 1916-19. Oversize enclosures to this correspondence are described in entry 91. Arranged chronologically and thereunder by file number. For numerical-record and subject cards that serve as a guide, see entries 92 and 93. The subjects shown in the appendix to this inventory also serve as a guide to these letters.

GENERAL CORRESPONDENCE. 1925-45. 2,555 ft. 90

This correspondence, flat-filed and in folders, is a continuation of the correspondence described in entry 89, and shows the expansion of functions of the Bureau of Navigation (after 1942 the Bureau of Naval Personnel). Arranged numerically by subject and thereunder chronologically according to the system prescribed by the Navy Filing Manual, which was approved by the Secretary of the Navy in 1923. Legal-size and oversize documents that were enclosures to this correspondence are described in entry 91. The subject cards described in entry 93 and the card index described in entry 94 serve as guides to much of this correspondence.

OVERSIZE ENCLOSURES TO GENERAL CORRESPONDENCE. ca. 1916-45. 31 ft.

91

These are oversize documents that were enclosures to the general correspondence described in entries 89 and 90. These documents were separated from the main correspondence solely on the basis of size and, except within small groups or fastened files, the 1916-41 records are unarranged; those for 1941-45 are arranged in accordance with the Navy Filing Manual. The lack of arrangement in the earlier records makes

any index or other aid all but useless except as the series of general correspondence (entries 89 and 90) may indicate the presence and nature of enclosures.

NUMERICAL-RECORD CARDS. 1903-25. 97 ft.

92

Each 3" x 8" card has a number that represents a subject of correspondence. On each card or group of cards representing a subject the correspondence is abstracted chronologically. The cards are arranged numerically, 500-58964; missing numbers represent the cards and corresponding officers' jackets that have been retained by the Bureau of Navigation. A select list of the subjects appearing on these cards is arranged as a subject index and attached to this inventory as an appendix. The cards can be used in conjunction with those described in entry 93 as subject guides to the general correspondence described in entries 88-90 as well as to series of press copies of letters sent, as indicated in the individual series descriptions.

SUBJECT CARDS. 1903-43. 52 ft.

93

These 3" x 8" cards were compiled in an attempt to list under more general subjects related correspondence in the general files of the Bureau. Many of the subjects appear on the numerical-record cards described in entry 92. The numerical-record card system was abandoned in 1925 and these subject cards apparently became the main "index." The subjects are those arising most often in connection with administration and answering letters; many subjects are identical in both series of cards. The cards in this series are arranged alphabetically by subject. In some instances there are numerical or other breakdowns under main subjects, as "Naval Districts," further broken down by number of district; and "Naval Air Stations," further broken down alphabetically by name of station. The cards in this series serve as guides to the general correspondence described in entries 88-91 as well as to series of press copies of letters sent, as indicated in the individual series descriptions.

NAVY FILING MANUAL CARD INDEX ("HISTORY CARDS"). 1925-42. 150 ft.

94

These 3" x 8" cards cover approximately the same period as the subject cards described in entry 93 except that they are classified and arranged according to Navy Filing Manual classification numbers. Each card usually contains the file number, a card number (in sequence for each file number), a subject, and a chronological listing of each piece of correspondence or other document. The cards can be used in conjunction with the card files described in entries 92 and 93; they index most of the general correspondence described in entries 90 and 91.

CIRCULARS, CIRCULAR LETTERS, GENERAL ORDERS, AND SQUADRON ORDERS.

ca. Apr.-Aug. 1905. 2 vols. 5 in.

95

These are typewritten and printed copies. One volume contains Departmental Orders, followed by Bureau Orders. The remainder of that volume and the other volume contain mainly orders to squadrons and

individual vessels concerning transfers of personnel. The printed circulars, orders, and memorandums in the back of the second volume are from the commander in chief of and officers commanding units of the North Atlantic Fleet. Unarranged except as indicated.

CORRESPONDENCE RELATING TO UNITED STATES VESSELS ENGAGED IN THE MEXICAN WAR. ca. 1885. 1 vol. 1 in. 96

Includes typewritten notes, extracts from ships' logs, memorandums, and copies of letters sent by the Secretary's Office to the Commissioner of Pensions showing the periods of service of United States warships participating in the Mexican War from May 13, 1846, to July 4, 1848. Information contained in these notes and correspondence apparently resulted in the publication on April 6, 1885, by authority of the Navy Department, of a memorandum, a copy of which is pasted in the back of the volume. This memorandum shows the name of the vessel and the period of service as "Given by the Fourth Auditor" of the Treasury Department in one column, and as "Shown by the Log-Books and Files of the Navy Department, and Letter of the Bureau of Navigation to Commissioner of Pensions, March 9, 1885" in another column. In the front of the volume there is also a brief memorandum entitled "Navy co-operation in Florida War," the duration of which is given as "from Dec. 28, 1835 to A[u]gust 14, 1842." The records are arranged alphabetically by name of vessel. Records showing summaries of service of naval vessels in the Mexican War are described in entry 256.

GENERAL CORRESPONDENCE REGARDING NAVAL ACTIVITIES IN PANAMANIAN AND COLOMBIAN WATERS. Jan. 28, 1895-Nov. 19, 1904. 1 vol. 1 in. 97

Mainly letters and telegrams received and press copies of those sent by the Navy Department--particularly by the Secretary of the Navy and the Chief of the Bureau--relating to naval activities in and around Panama and Colombia during certain uprisings in those countries. The activities in which the Caribbean Squadron (North Atlantic Fleet) and the Pacific Squadron were importantly concerned related mainly to the protection of American citizens and their interests. The series also includes copies of orders issued by or to squadron commanders in chief and commanding officers of ships, and correspondence with the President, the State Department, the Secretary of War, and with the Office of Naval Intelligence and other Navy Department bureaus. Arranged chronologically. The volume is indexed by name of squadron, bureau, department, and the like. For numerical-record and subject cards that may serve as a guide for the records after 1902, see entries 92 and 93.

CORRESPONDENCE RELATING TO NAVAL PERSONNEL LOST IN THE SINKING OF THE MAINE. 1898-1901. 2 ft. 98

Includes letters of inquiry from relatives and friends of the deceased and press copies of replies; applications from relatives to the Advisory Committee of the Battleship Maine Relief Fund, with copies of replies; and records containing data relating to payments made by the trustee of this fund. The correspondence is arranged alphabetically by name of deceased.

CORRESPONDENCE RELATING TO THE AWARD OF SPANISH-AMERICAN WAR MEDALS.

1905-7. 1/2 in.

99

Consists chiefly of memorandums, many of which were prepared for the Secretary of the Navy by the Chief of the Bureau, relating to claims made by officers and men regarding their eligibility for medals. The series also includes extracts from logs and muster rolls bearing on these claims, a few press copies of letters sent to the claimants by the Bureau, and letters received from the claimants. Unarranged, except where letters, enclosures, and replies are fastened together. The numerical-record and subject cards described in entries 92 and 93 may be helpful as a subject guide. Other records relating to Spanish-American War medals are described in entries 20 and 70.

RECORDS RELATING TO THE TRANSFER OF THE CHIEF COMMAND OF THE PACIFIC FLEET. 1908-9. 1/4 in.

100

Consist of a report of the Commander in Chief of the Pacific Fleet, submitted to the Chief of the Bureau of Navigation, relating to the operations of the fleet from July 1, 1908, to May 17, 1909, when Rear Admiral Swinburne took over the command from Rear Admiral Sebree; an accompanying folder of "Memoranda in connection with the transfer of the chief command of the United States Pacific Fleet"; and a folder containing a set of watch, quarter, and station bills for the U.S.S. Yorktown.

CORRESPONDENCE REGARDING APPLICANTS FOR ENLISTMENT IN THE NAVY.

1911-13. 3 ft.

101

This series is in two parts, as follows: (1) letters, endorsements, and telegrams received from, together with carbon copies of letters and telegrams sent to, applicants and those interested in or sponsoring applicants as well as some applications for enlistment; and (2) letters and telegrams received and copies of replies concerning such special problems as reenlistment of dishonorably discharged men and waivers of physical or other qualifications. Each part is arranged alphabetically by name of applicant. For numerical-record and subject cards that serve as a guide, see entries 92 and 93.

CORRESPONDENCE REGARDING DECEASED NAVY MEN AND MARINES. 1919-21.

6 ft.

102

This is correspondence of the Graves Registration Service at Paris, and includes copies of cablegrams sent and received; correspondence relating to the location, recovery, and shipment of bodies of deceased Navy men and Marines and to the disposal of their effects; reports of special boards relating to circumstances surrounding deaths and to other matters; correspondence concerning group casualties and places of interment; orders to enlisted men; and miscellaneous material relating to such subjects as claims, personnel changes, and pay matters. Most of the folders containing these records have both a classification symbol and a subject, as "P. E. (Personnel, Enlisted)." Most of the records

relating to enlisted personnel are arranged alphabetically by name and thereunder chronologically.

Indexes and Registers, 1862-1903

REGISTERS OF LETTERS SENT AND RECEIVED ("INDEX TO CORRESPONDENCE").

July 1862-Dec. 1890. 28 vols. 6 ft.

103

Show entries for the general correspondence of the Bureau of Navigation, including the missing part (see p. 5) for the period January 1885-July 1889. Certain changes in the form and method of keeping these registers were made during the years covered by this series. From 1862 to 1884 letters received and letters sent were entered on the left- and right-hand pages, respectively. At first, names of persons and ships were entered in the same alphabetical series; by 1884 a separate alphabetical sequence was used for each such heading. In 1885 the use of separate volumes for letters sent and letters received was begun but was abandoned. Beginning in 1889 and continuing through 1890 entries for both types of letters were made on the same page under a single alphabet of names and subjects. The entries are arranged by year, thereunder alphabetically (as indicated above), and thereunder chronologically. A few volumes have special indexes in the front, arranged alphabetically by the first two letters, which are useful in locating entries under the main alphabetic headings, which are by initial letter only. References to these registers have been made in the descriptions of the individual series of letters sent (entries 1-71) and of letters received (entries 72-87), as well as other series.

REGISTERS OF LETTERS SENT AND RECEIVED ("ABSTRACT OF CORRESPONDENCE").

Jan. 1891-Feb. 1896. 14 vols. 3 ft.

104

Continue the series described in entry 103. The left-hand pages of the book are used to register letters received and the right-hand, letters sent, with references to the volume and page of the letterpress copybook in which a copy of each letter sent can be found. The volumes are arranged alphabetically; within volumes the arrangement is alphabetical by name of person, unit, vessel, town, or subject, and thereunder chronological. References to these registers have been made in the descriptions of the individual series of letters sent (entries 1-71) and in the series of general correspondence (entry 88).

SUBJECT REGISTERS OF LETTERS SENT AND RECEIVED ("CORRESPONDENCE / SUBJECTS"). 1896-1902. 8 vols. 3 ft.

105

One or more of these registers relate to each of the following subjects: Persons, Vessels, and Miscellaneous. All volumes for a given subject are not necessarily numbered consecutively. The main subject headings in each volume are marked by index tabs, which are usually alphabetical by name of person, vessel, or station, but are sometimes under such designations as "Naval History and Historical Subjects" and "Scientific Subjects." The printed forms and entries under "Received" and "Sent" are the same as those in other registers described in previous

entries, except that only volumes 1 and 2 have spaces provided under "Sent" for reference to series, volumes, and page numbers of letterpress copybooks. Under the subject headings in each volume the entries are made chronologically. Except in the first of the volumes, labeled "Persons," there are no separate alphabetical indexes. For partial index to the subjects in these registers, see entry 106. References to these registers have been made in entries 28, 38, 50, 69, and 88.

INDEX TO SUBJECT REGISTERS ("INDEX / SUBJECT KEYS"). n.d. 1 vol. 2 in. 106

This index, abandoned shortly after it was begun, was apparently intended to be a key to the registers described in entry 105. Entries in the index, made only under the letters "A," "B," and "C" under alphabetically arranged subject headings, refer to page numbers in volumes 1 through 5 of the subject registers described above.

REGISTERS OF LETTERS RECEIVED ("BRIEFING RECORD, LETTERS RECEIVED"). Jan. 2, 1885-Dec. 31, 1890. 7 vols. 2 ft. 107

These volumes are of more than ordinary importance because most of the correspondence to which they are a key is missing, as explained on p. 5. For the period July 1889-December 1890 there are only about 4 inches of letters received (a part of the series described in entry 88), beginning with file number 3408. The Briefing Record covers the following file numbers:

<u>Year</u>	<u>Inclusive Numbers</u>
1885	1-4376
1886	1-3830
1887	1-3943
1888	1-3737
1889	1-9346
1890	1-11917

It contains the following information for each letter received: date received, file number, name of correspondent (person, vessel, or administrative unit), subject of letter, and action taken. Symbols and letters were used to indicate the character of the action and a key to these is at the top of the page. Both the volumes and the entries within them are arranged chronologically. Parallel registers maintained during this period are described in entry 103. References to these registers have been made in entries 74, 84, and 88.

REGISTERS OF CORRESPONDENCE WITH EXECUTIVE DEPARTMENTS AND WITH CONGRESS. Jan. 1896-Dec. 1902. 7 vols. 2 ft. 108

The general headings under which letters were entered in the registers are: Government departments and subdivisions; bureaus of the Navy Department; boards and commissions; miscellaneous Government offices;

Congress; and Congressmen. As in other registers entries are made under the subheadings "Received" and "Sent," and give briefs of letters together with the volume and page references to series of press copybooks. The volumes are arranged chronologically; the entries are chronological under each heading except for those under "Congressmen," which are alphabetical. Series of "Executive" or "Executive and Congressional" correspondence are described in entries 2, 9, 11, and 88.

REGISTERS OF CORRESPONDENCE WITH OR RELATING TO OFFICERS ("CORRESPONDENCE OFFICERS"). 1896-1902. 8 vols. 2 ft. 109

As in other registers, the left- and right-hand pages have entries for letters received and sent, respectively. Entries are made under the officer's name, which appears at the top of the page. Each volume covers a section of the alphabet for given dates and contains an index, either alphabetical by initial letter of name or partly alphabetical. This index is necessary since the system of entering the names of officers is not apparent. The volumes are arranged chronologically, thereunder by section of the alphabet. Reference has been made to these registers in entries 50, 67, and 88.

REGISTERS OF CORRESPONDENCE WITH OR CONCERNING ENLISTED MEN. Jan. 1896-Dec. 1902. 6 vols. 2 ft. 110

These registers, each volume of which covers all or half an alphabetical sequence, have a straight alphabetical arrangement of names of enlisted men; entries for letters received and sent are on different halves of the same page. These registers are a key to part of the letters sent that are missing from the series described in entry 66 and to correspondence described in entries 67, 69, and 88.

REGISTERS OF CORRESPONDENCE REGARDING RECORDS OF ENLISTED MEN. Jan. 1896-July 1902. 2 vols. 6 in. 111

These registers contain the usual entries for letters received and sent, including briefs of the subject matter and references to the series, volumes, and page numbers of the press copybooks. The volumes are arranged chronologically; the arrangement within each volume is alphabetical by initial letter of enlisted man's name. These registers serve as a guide to letters sent that are described in entry 68 and to some of the general correspondence described in entry 88.

REGISTERS OF CORRESPONDENCE WITH NAVAL STATIONS ("CORRESPONDENCE / STATIONS"). 1896-1902. 4 vols. 1 ft. 112

These volumes register all correspondence with or concerning a given station, with entries for letters received and letters sent on different halves of the same page. Names of stations are not in alphabetical order and some subjects, such as "Hospitals," are used. Under the station name the entries are made chronologically. The main series of letter-press copybooks referred to is described in entry 59.

REGISTERS OF SHIPS' CORRESPONDENCE ("CORRESPONDENCE / SHIPS"). 1896-1902. 5 vols. 1 ft. 113

These volumes register ships' correspondence in sections arranged alphabetically by name of ship and in a separate section for smaller ships, with entries for letters received and letters sent on different halves of the same page. The section for smaller vessels has such headings as Coast Survey Ships, Fish Commission Ships, and State School Ships. The volumes are arranged chronologically, thereunder by name of section, and thereunder chronologically by date of letter. A "List of Vessels of the United States Navy" is in the front of both registers labeled "Vol. 4." The press copies referred to in the entries are described in entry 60.

REGISTER OF REPORTS AND LETTERS RECEIVED FROM NAVAL PERSONNEL ("REPORTS AND LETTERS RECEIVED . . . PERSONNEL OFFICERS"). July 1891-Aug. 1895. 1 vol. 3 in. 114

The correspondence and reports registered in this volume are those received by personnel officers of the Bureau of Navigation from commissioned and noncommissioned naval officers and specialists in the field. Most of the reports are fitness reports. Each entry gives the name of the correspondent, his rank, the file number assigned the letter, the date of the letter and date of its receipt, the name of the superior officer, the subject of the letter, and remarks. The entries are alphabetical by initial letter of correspondent's name and thereunder chronological by date of letter. The series to which the file numbers refer has not been located.

REGISTERS OF LETTERS RECEIVED AND FORWARDED. Aug. 24, 1895-Dec. 31, 1903. 2 vols. 4 in. 115

Each volume has two parts. In the first part are separate sections for letters received from the Secretary of the Navy or from Navy bureaus, with entries in each section arranged chronologically by date the letter was received and forwarded. In the second part entries are arranged alphabetically by initial letter of correspondent's name and thereunder chronologically by date letter was received and forwarded. The letters to which the registers refer have not been located.

INDEX TO RECRUITING CORRESPONDENCE RECEIVED FROM THE BUREAU OF EQUIPMENT AND RECRUITING. 1885-86. 1 vol. 2 in. 116

The entries contain the following information for each letter: date, file number, name of writer, and brief of subject. Arranged within the volume by year and thereunder by number of letter. Indexed alphabetically by subject. The numbered correspondence referred to has not been located.

REGISTERS OF MISCELLANEOUS CORRESPONDENCE. Jan. 1896-Dec. 1902. 7 vols. 1 ft. 117

These volumes register correspondence under names of associations,

business firms, cities, colleges, Naval Militia, periodicals, railroads, and the like. Under these headings the names of persons writing or written about are entered alphabetically by initial letter of name and thereunder chronologically by date letter was received. The volumes are arranged by chronological period. The registers contain references to other letters, most of which are the press copies of letters sent described in entry 7.

LOGS OF SHIPS AND STATIONS, 1801-1946

The task of collecting and preserving logs of naval vessels was performed in a rather haphazard fashion by various offices of the Department until the establishment of the Bureau of Navigation, which took over the task and assumed custody of such records. The earliest log in the collections in this record group is that of the U.S.S. Essex, which begins May 21, 1801. Many of the earliest volumes are in reality journals--that is, personal diaries of officers and enlisted men aboard U. S. ships that tell not only about the official activities of officers and crews but also about the private adventures, opinions, and reflections of the writers. They were maintained on shore or on two or more vessels and therefore did not originate as official records of one ship. Before 1860 there was little regularity in methods of keeping logs and the volumes in which the entries were made were apparently purchased by captains from stationers, either ready-made or made to order. Printed log forms appeared as early as the log of the U.S.S. Congress, 1816, but they were rare before 1860. Many captains retained the logs as their private property, since they were not held strictly accountable by the Navy Department. In 1860, however, the Department began to furnish printed blank books, of uniform size and character, in which all log entries had to be made. The form was changed slightly in 1866 and again at the end of 1915. Regulations governing the nature of the entries were issued and revised from time to time. Apparently in 1916 all the logs then on hand were labeled with the numbers of the cases in which they were shelved and were numbered within each case, beginning with the number 1. Until the end of 1923 the logs continued to be so numbered, but beginning in 1924 they were bound in post binders, labeled "L. L. L." (looseleaf log) and left unnumbered.

The terms "deck log" and "rough log" are synonymous and refer to the penciled log kept originally on board ship. The first "smooth" or typewritten logs were made in the early 1900's on forms in use at that time. At present the smooth log is copied from the rough log on the looseleaf forms prescribed, by typewriter if one is available, or in ink. Both the penciled copy and the certified typewritten or ink copy are prepared on board ship. The rough log is at present kept on the ship for 3 years, after which, with a few exceptions, it is destroyed. The smooth log must be submitted monthly to the Bureau of Naval Personnel and is considered the official copy. It is not always possible to

send in the smooth copy, especially under wartime conditions, and in such cases the rough log is accepted.

Naval ship logs are now highly standardized as to both form and content so that there is little room for the personal accounts or observations that are found in the older logs. Usually the log consists of the following: a title page, a list of officers, a columnar sheet, and a remarks sheet. The title page, which precedes all entries for a given month, contains the name or identification symbol and the number of the vessel; the name of the commander; the division, squadron, flotilla, or fleet to which the ship is attached; and the beginning and ending dates of that particular log. The list of officers gives the name, rank, date of reporting on board, primary duties, and information on next-of-kin for each officer assigned to the vessel. The columnar sheet contains spaces for the name or identification symbol and the number of the vessel, the date covered by the log, detailed meteorological and hydrographic data, and instrument readings indicating the position of the ship; there are also spaces for recording general drills and exercises, ocean temperature and other information about the surface of the ocean, and "hydrographic and meteorological remarks." The remarks sheet contains whatever narrative account or information is considered important; it describes actions engaged in and lists those wounded or killed in action. In addition, logs often contain lists of enlisted men and notes on the condition and movements of the ship, the quantity of stores, and disciplinary actions taken. The health of officers and crews is recorded in medical journals that are forwarded to the Bureau of Medicine and Surgery. Engineering logs are forwarded to the Bureau of Ships.

The log is one of the basic historical records of the operation of naval vessels and of shore units keeping that type of record. The logs also have long-term administrative value as basic sources of information on the service of officers and men in the Navy. Such matters as claims, pensions, and other benefits are often proved or disproved by reference to accounts contained in these logs. The value of the logs for any purpose depends to some extent on the events in which the personnel of the ship or shore unit participated and on the amount and kind of detail recorded.

LOGS OF UNITED STATES NAVAL SHIPS AND STATIONS. 1801-1946. 72,500 vols.
8,060 ft. 118

Except for a few small separate groups of logs; these logs are physically arranged in three groups, each of which is a unit in itself, and cover three periods as follows: 1801-1914, 1915-40, and 1941-46. There is some overlapping in dates from group to group. For purposes of description the logs within the chronological periods may be conveniently classified as follows:

1. Logs of "name" vessels, i.e., most of the large Navy craft in use since shortly after the creation of the Navy Department in 1798 and

identified usually by name of vessel, as U.S.S. Arizona. With the exception of landing craft or other small craft used during World War II, all Navy vessels built in recent years have as standard nomenclature both a name and a symbol followed by an identification number, as U.S.S. Missouri-B-63. Most of the larger vessels are better known by their names; their logs are with those of the earlier "name" vessels and are arranged alphabetically by name of vessel, thereunder chronologically. This group also includes logs of vessels named on the basis of the group to which they belong; these logs are arranged alphabetically by name of group to which the vessel belongs, thereunder in numerical order (Eagle Boat #1; Eagle Boat #2) or alphabetically by place name (Receiving Ship, Cavite, P. I.; Receiving Ship, Charleston, S. C.), and thereunder chronologically. Among the logs of "name" vessels the following are of especial interest:

<u>Name of ship</u>	<u>Type</u>	<u>Dates</u>
<u>Constitution</u>	Frigate	Aug. 16, 1803-June 8, 1934
<u>Constellation</u>	Frigate	Mar. 15, 1802-Apr. 30, 1921
<u>Kearsarge</u>	Sloop-of-war	Jan. 24, 1862-Feb. 1, 1894
<u>Maine</u>	Battleship	Sept. 17, 1895-Sept. 30, 1897
<u>Michigan</u>	Battleship	Jan. 4, 1910-Dec. 31, 1921
<u>Alabama</u>	Battleship	Aug. 16, 1942-June 30, 1945
<u>Enterprise</u>	Aircraft Carrier	May 12, 1938-Nov. 30, 1945

2. Logs of special craft, usually smaller in size than the "name" vessels and usually identified by a symbol for the type of craft followed by the number of the individual boat, as S-51 (submarine), LST-790 (landing ship tank), and SC-1340 (submarine chaser). The logs for these vessels are arranged alphabetically by symbol of vessel, thereunder by number of vessel, and thereunder chronologically.

3. Logs of shore units located both inside and outside the continental limits of the United States, including naval stations, naval air stations, receiving stations, training schools, training units at colleges, section and operating bases, Marine flying fields, and others. A few logs of receiving ships are also included. These are unarranged, with the exception of a few groups arranged in part alphabetically by name of station or other unit and thereunder chronologically.

Indexes to the logs are described in entries 119 and 120. A detailed list of the logs has been compiled by the National Archives and is, with certain limitations, available to searchers. A series of logs, journals, and diaries of officers of the United States Navy at sea, March 1776-June 1908, 210 volumes, is described in entry 392 of the Checklist of the Naval Records Collection.

CARD INDEX TO SHIPS' LOGS. 1801-1940. 4 ft.

Gives the following information: name and type of vessel; changes of

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its name; tonnage; armament; date of building or purchase; list of volumes of logs (an entry for each volume, with inclusive dates); and date when vessel was decommissioned or sold. Some vessels are listed with the notation "No log received." The index is accompanied by a carbon copy of a list of logs from the earliest ones received to January 10, 1898. The cards are arranged alphabetically by name of ship; there is a separate alphabetic section for subchasers, arranged by number of vessel.

INDEX TO SHIPS' LOGS. 1801-1906. 1 vol. 3 in. 120

This is a list that was apparently kept as a tally record of logs received by the Bureau. Entries were made under the name of the vessel. The only arrangement seems to be by date of the first log received for each vessel. Indexed alphabetically by name of vessel. The information in this volume was transferred to the card index described in entry 119.

"LIST OF LOG BOOKS OF U. S. VESSELS, 1861-1865, ON FILE IN THE NAVY DEPARTMENT." 1891. 2 vols. Less than 1 in. 121

These are copies (one incomplete) of a small book printed by the Government Printing Office that listed logs for the period indicated. The name of the vessel, inclusive dates of the log, and the log number are given. "Chronological Tables" covering the same years show the principal engagements and movements of naval vessels.

LIST OF SHIP LOGS ARRANGED ACCORDING TO WAR PERIODS. n.d. Negligible. 122

This typewritten list was apparently compiled in the Bureau of Navigation. The logs are arranged according to the following periods: Revolutionary War, 1776-83; Quasi-War with France, 1798-1801; Barbary War, 1798-1805, 1815; War of 1812, 1812-15; Mexican War, 1846-48; and Civil War, 1861-62. Arranged by period, thereunder alphabetically by name of log (except for the Mexican War period, under which the logs are unarranged).

"CATALOG OF LOG BOOKS IN THE NAVY COMMISSIONERS' OFFICE 13 JULY 1827 AND RECEIVED THEREAFTER TILL JANUARY 1863." 1 vol. 1/2 in. 123

Contains the log number, name of vessel, and inclusive dates. The earliest log listed is the 1803 log of the Constitution, the latest an 1863 log of the store ship Warren. Part of the entries are arranged by log number, part chronologically.

MICROFILM COPY OF LOG OF THE CONSTITUTION. Dec. 31, 1813-May 16, 1815. 1 roll. 2 in. 124

This negative microfilm was made as a security copy of the volume of the Constitution's log that was carried on the Freedom Train.

LOGS OF THE GERMAN MERCHANT VESSELS PRINZ WALDEMAR AND PRINZ SIGISMUND. July 1903-Aug. 1914. 52 vols. 3 ft. 125

Logs of the Prinz Waldemar (51 volumes) cover the period July 1903-

August 1914; the log of the Prinz Sigismund, December 1908-April 1909. In all likelihood these ships and their logs were seized by the United States Government upon its entrance into World War I and were thereafter confiscated. The logs for each vessel are arranged chronologically.

NEXT-OF-KIN LISTS FROM SHIPS. 1941-42. 27 vols. 5 ft. 126

These lists show next of kin for all officers and enlisted men aboard various classes of Navy vessels. The back of form NAVPERS 134, "Deck Log--Columnar Sheet" was often used for this listing or else separate sheets containing this information were stapled to it. The forms in this series were bound separately in post binders like the ships' logs and were submitted monthly with the logs. The volumes are arranged alphabetically; the lists are arranged by name or symbol of ship within each volume and thereunder by month.

COMMUNICATION "LOGS" AND OTHER RECORDS, 1897-1922

SIGNAL-RECORD BOOKS FROM VESSELS. Sept. 1897-Nov. 1898. 6 vols. 127
7 in.

Miscellaneous "rough" and "smooth" signal books (logs) as follows: rough logs for the U.S.S. Texas and the U.S.S. Eagle; smooth logs for the U.S.S. Brooklyn, the U.S.S. New York, and the U.S.S. St. Paul. They contain entries common to such signal-record books, including times of receiving and sending messages, a brief of the message, names of the sender and receiver, code used, and initials of the signaler. Entries within each volume are chronological by day and thereunder by hour and minute. For later series of signal-record books, see entries 128 and 129.

SIGNAL-RECORD BOOKS FROM VESSELS. 1913-18. 423 vols. 28 ft. 128

Contain copies of Bu. Nav. Form No. 72 or equivalent information. The forms (furnished to vessels in commission after November 4, 1901, in accordance with General Order No. 65) contain notations of the date, time of day message was sent, names of the sender and receiver, and a brief of the message. These books provide a record of all official signals, including those by megaphone and "word-of-mouth." The volumes were sent to the Bureau when they were completed or when the vessels were decommissioned. They are in the following groups: (1) 337 small volumes; (2) 52 large volumes; and (3) 34 incomplete or fragmentary volumes, a few of which are from land lookout posts and other small naval installations. The volumes in groups 1 and 2 are arranged alphabetically by name of ship and thereunder chronologically; the ones in group 3 are unarranged. Entries within each volume are chronological. For volumes containing a later form with the same number but a different title, see entry 129.

COMMUNICATION RECORDS RECEIVED FROM SHIPS AND STATIONS ("COMMUNICATION LOG"). 1917-22. 108 ft. 129

Consist of copies of Form N. Nav. 72, Communication Record, submitted

monthly to the Bureau with the vessel's or station's log sheets. The forms contain summaries of communications received and sent, including dispatches, reports, and radio messages. There are records from about 900 vessels, followed by miscellaneous communication records from naval air stations in France, air squadrons, destroyer squadrons, and other units. Arranged by ship or station and thereunder chronologically, those for each year stapled together. For another series containing comparable forms in bound volumes, see entry 128.

SIGNAL LOG AND CODE BOOKS. 1917-19: 177 vols. 15 ft. 130

These volumes, received from naval and transport vessels and from signal and naval air stations, contain incoming, outgoing, and intercepted messages typed on forms, copies of ALNAVS or other orders and instructions, and rough and smooth journals containing informal entries describing activities at listening, signal, and air stations both within and without the continental United States. Most of the books are from vessels, both "name" and "symbol" vessels. Methods of keeping station logs varied widely. Handwritten, usually of the journal type, they contain brief entries such as "Uneventful," or longer entries giving considerable detail. Some of the logs were kept at isolated spots not involved in World War I action; others were kept aboard vessels and may contain information supplementing regular ships' logs. Most of the foreign stations were located in the British Isles and in France. The volumes are arranged alphabetically by name of vessel or station (Agam-Yankton); entries within each volume are chronological. There are a few indexes to messages sent and received by the U.S.S. Plattsburg. The volumes described in entry 131 differ little from those in this series except that they are arranged differently and came in from a single source.

RADIO LOG, RADIO CODE, AND SIGNAL CODE BOOKS. Mar. 1917-Oct. 1919.

134 vols. 14 ft.

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These volumes contain mainly typewritten copies of ordinary messages and translations of code dispatches, with a few summaries of telephone conversations. The messages were received and sent by the Commander of the Newport News Division, Cruiser and Transport Force. They are in about 20 subseries, including: Chief of Staff's Radio Logs, Received and Sent; ALNAVS; ALATLAN (All Atlantic); Admiral's Radio Logs, Received and Sent; Flag Secretary's Radio Logs, Received and Sent; Communications Office Radio Log, Received and Sent; Radio Log or Radio Code, Received and Sent; and miscellaneous incoming, outgoing, and intercepted messages not readily identifiable with any naval unit or vessel. Within each subseries the volumes and their contents are arranged chronologically. For a similar series of signal log and code books from different sources, see entry 130.

MUSTER ROLLS, 1860-1956

Bound volumes of muster rolls from naval vessels were submitted as early as July 1798; those from shore establishments were submitted,

together with payrolls, as early as August 1800. Their submission was made compulsory by an act approved March 2, 1799 (1 Stat. 709), which set forth "rules and regulations . . . for the government of the navy of the United States." Article 1 of the act includes the following paragraphs:

8. Whenever a captain shall enter or enlist a seaman, he shall take care to enter on his books, the time and terms of his entering, in order to his being justly paid.

9. The captain shall, before he sails, make return to the Secretary of the Navy a complete list of all his officers and men, with the time and terms of their entering, and during his cruise or station, shall keep a true account of the desertion or death of any of them, and of the entering of others, and after the expiration of the time for which they were entered, and before any of them are paid off, he shall make return of a complete list of the same, including those who shall remain on board his ship.

12. Whenever any inferior officer, seaman, or other person, be turned over into the ship of a commander other than the one with whom he entered, he is not to be rated on the ship's books, in a worse quality, or lower degree or station, than he served in the ship he was removed from

13. Every officer or other person in the navy, who shall knowingly make or sign a false muster, or procure the making or signing thereof, or shall aid or abet in the same, shall be cashiered and rendered incapable of further employment in the navy service of the United States, and shall forfeit all the pay and subsistence money due to him.

Muster rolls of vessels, July 1798-December 1859, and of shore establishments, August 1800-December 1842, are described in entries 90 and 92 of the Checklist of the Naval Records Collection. Those early rolls are in three forms--bound volumes, loose papers, and booklets that were apparently assembled from dismantled large volumes. For certain vessels of the pre-Civil War period no muster rolls are known to exist; for many others only a few survive. Despite the existence of regulations requiring the submission of muster rolls, commanding officers sometimes did not (or in some instances probably could not) send them in. As a result there are gaps in the early rolls as well as some in the later ones, but with the growing importance of this type of record in claim and benefit cases and the rising records consciousness throughout the Government, regulations governing the submission of muster rolls have been more rigidly enforced.

MUSTER ROLLS OF SHIPS. Jan. 1, 1860-June 9, 1900. 366 vols. 36 ft.

In three groups, as follows: (1) January 1, 1860-December 31, 1879, Argosy through Yantic, 208 volumes, arranged alphabetically by name of vessel; (2) April 1, 1880-December 31, 1891, volumes 2-48 (volumes 1, 12, and 23 are missing), arranged chronologically by quarter, therein alphabetically by name of vessel; and (3) January 1, 1892-June 9, 1900, Albatross through Yantic, 113 volumes, arranged alphabetically by name of vessel. The volumes contain printed forms giving, for each person on board, information concerning his enlistment and whether he was entitled to honorable discharge, a personal description, the date he was received on board, and data concerning his transfer, discharge, desertion, or death. Group 2 is indexed alphabetically by name of ship. 132

MUSTER ROLLS OF SHIPS AND STATIONS, TOGETHER WITH SHIPPING ARTICLES. 1891-1900. 154 vols. 8 ft.

These volumes contain printed forms for both muster rolls and shipping articles and are in two groups, as follows: (1) rolls of naval vessels, Adams through Yorktown (135 volumes); and (2) rolls of naval stations, rendezvous (receiving stations), torpedo boats, and vessels of the Coast Signal Service and the Coast and Geodetic Survey, together with a few volumes of separately bound shipping articles (19 volumes). Group 1 is arranged alphabetically by name of ship, thereunder alphabetically by initial letter of name; group 2 is unarranged. The shipping articles in the backs of the volumes of muster rolls are arranged chronologically. 133

MUSTER ROLLS OF SHIPS AND SHORE ESTABLISHMENTS. ca. Jan. 1898-June 30, 1939. 3,532 vols. 681 ft.

This is a numbered series, 1-3541, of bound volumes. Volume 1 begins with the roll of the U. S. Torpedo Boat Plunger; volume 3541 ends with the roll of Naval ROTC, Yale University. Volumes 1225, 1327, 1328, 2327, 2627, 2636, 2639, 2640, 2665, 2668, 2669, and 2679 are missing. Volumes 2624, 2666, and 2975 are duplicates. Rolls from 1898 to about 1930 are arranged by chronological period and thereunder alphabetically by name or type of ship or shore unit. From about 1931 to 1939 the rolls are arranged by chronological period, thereunder in three groups (rolls of vessels, rolls of aviation units, and rolls of shore units), thereunder by type of vessel or unit, and thereunder alphabetically or chronologically or by a combination of the two. 134

MICROFILM COPIES OF MUSTER ROLLS OF SHIPS, STATIONS, AND OTHER NAVAL ACTIVITIES. Sept. 1, 1939-Jan. 1, 1949. 33,452 rolls.

Negative microfilm copies of muster rolls of ships, squadrons and attached units, flotillas, flag complements afloat, stations, aviation squadrons, and minor naval units such as armed guards. In June 1939 the Navy Department discontinued the bound-volume form for muster rolls and began the looseleaf system now in use. About 2 months after this 135

date the project of microfilming the looseleaf muster rolls was begun at the Naval Records Management Center, Arlington, Va. The muster rolls are those from vessels that have been decommissioned and have complete records available. Basic forms (or their equivalents) used by all types of activities submitting muster rolls are:

1. NAVPERS 605a, Quarterly Roll, an alphabetic listing of enlisted personnel attached to a ship, station, or other naval unit, and of reservists on active duty. Submitted quarterly by the commanding officer to the Bureau of Naval Personnel.
2. NAVPERS 605b, Report of Changes, an alphabetic listing, for enlisted personnel, of changes relating to rating, transfers to and from ships and stations, and total complement. Submitted monthly by the commanding officer to the Bureau of Naval Personnel.
3. NAVPERS 605c, Passenger List, lists passengers other than enlisted personnel. Submitted at date of sailing from one port to another, usually by the commanding officer to the Bureau of Naval Personnel.
4. NAVPERS 605d, Recapitulation Sheet, is a summary of all changes, showing totals of men on sick list, total changes in ratings, total man days in brig, and gains or losses through enlistments, reenlistments, and discharges. Submitted with NAVPERS 605a and 605b when ship, station, or other unit was decommissioned.

Muster rolls of vessels and flag complements and other units on vessels are arranged alphabetically by name of vessel or by symbol (LST, FA) and number, and thereunder chronologically; those of aviation units are arranged alphabetically by symbol (AV or AVU for aviation units), thereunder by service (CDS, district squadron), and thereunder chronologically; and those of shore activities (which include aviation units after 1946) are arranged alphabetically by symbol (AMMD, ammunition depots), thereunder by name of place where shore activity was located, and thereunder chronologically.

Several systems of numbering the microfilm rolls have been used. In the earlier one, "120," the number assigned the microfilming project, was followed by the roll number; a straight roll number was then used, and this was finally replaced by a code system. Muster rolls for the 1949-56 period are described in entry 136. For indexes to microfilm copies of muster rolls, see entry 137.

MICROFILM COPIES OF MUSTER ROLLS OF SHIPS, STATIONS, AND OTHER ACTIVITIES. Jan. 1949-Dec. 1956. 1,382 rolls. 136

Negative microfilm copies of muster rolls containing similar information to those described in entry 135. Each activity has been assigned

an 8-digit code number. Three types of personnel reports are included: Daily Personnel Diaries (NAVPERS-501), Reports of Changes (BuPers Report 1080-11), and Quarterly Muster Rolls (BuPers Report 1080-10); they are grouped according to activity rather than by type of form. There are 39 rolls labeled "Misc. Partial Illegibles." Target sheets show the muster rolls to be records of the Personnel Diary and Roster Section, Personnel Accounting System Branch, Personnel Accounting Division. For Indexes, see entry 137.

INDEXES TO MICROFILM COPIES OF MUSTER ROLLS. n.d. 5 ft. 137

The following lists are of considerable value in using the microfilm copies of muster rolls described in entries 135 and 136.

1. 1941-46 (see entry 135):
 - (a) Typewritten list of vessels, showing microfilm roll number, name of or symbol and number of vessel, and inclusive dates of muster rolls for each vessel. Arranged alphabetically by name of vessel or by symbol and number.
 - (b) Typewritten list of shore establishments. Arranged alphabetically by symbol and type of unit and thereunder either alphabetically by name of establishment or numerically by its number.
2. 1946-48 (see entry 135):
 - (a) Card index, in two sections, showing inclusive dates of muster rolls and microfilm roll numbers. The first section, with cards numbered 1-1882, is arranged alphabetically by name of vessel or by symbol and number; the second section is arranged alphabetically by name of activity or by symbol and number.
 - (b) Three typewritten lists--two lists of vessels, with entries numbered to correspond with the cards in the first section of the above-mentioned index, and a list of activities, arranged alphabetically. These lists seem to duplicate the information given in the card index described in 2(a) above.
3. 1949-56 (see entry 136):
 - (a) Photostat copies of "cardex" type indexes showing names of ships and activities and also related code numbers under which muster-roll information can be found on the microfilm copies. Arranged in four groups for the periods 1949-50, 1951-52, 1953-54, and 1955-56. The microfilm copies are similarly divided.
 - (b) Typewritten list covering the 39 rolls of "Misc. Partial Illegibles" mentioned in entry 136. Arranged alphabetically by activity.

CIVIL WAR MUSTER ROLLS. May-July 1861; Apr., May, and Oct. 1863.

11 vols. 1 in.

138

These muster rolls, in paperbound volumes, were all made at the time

prize vessels were captured. They were probably compiled as a basis for payment of prize money to officers and crews of the capturing vessels. The rolls are as follows: (1) 7 rolls of the U.S.S. Minnesota at the time of capturing the barques Pioneer, General Green, and Sally Magee, and the schooners Iris, Sallie Mears, and Crenshaw, May 17-July 1, 1861; (2) 1 roll of the U.S.S. New Ironsides at the time the schooner Amelia was captured by the U.S.S. Flag, May 8, 1863; (3) 1 roll of the U.S.S. New Ironsides at the time the Sloop C. Routerau was captured by the U.S.S. Powhatan, May 16, 1863; (4) 1 roll of the U.S.S. Sonoma at the time the schooner Clyde was captured, April 14, 1863; and (5) 1 roll of the U.S.S. Vanderbilt at the time the barque Saxon was captured, October 30, 1863. The volumes contain the number, name, rate or rank, and pay of each officer and member of the crew. In two volumes there are sections for a roll of Marine guards. Entries in most volumes are arranged in descending order of man's rank or rating.

RECORDS RELATING TO NAVAL OFFICERS, 1798-1940

Functions relating to naval officers were performed by the Office of the Secretary of the Navy until 1861. At that time the Office of Detail was established in the Secretary's Office to handle the detailing of officers, the number of which increased rapidly after the outbreak of the Civil War. In 1865 the Office of Detail was placed under the Chief of the Bureau of Navigation although it continued under the Secretary's jurisdiction. When its functions were definitely assigned to the Bureau of Navigation in June 1889 the Office was abolished. Records of the Office are described in entries 346-354. Correspondence with and relating to officers has been described in this inventory in various entries under the heading "Correspondence, 1850-1945." Certain records relating to engineers are included in this inventory even though they were maintained at least for a time by the Bureau of Steam Engineering. For practical purposes they may be considered Bureau of Navigation records "by inheritance."

The changes in cognizance over affairs of naval officers produced a scattering of relevant records among a number of collections. Part of the early records remained in the Secretary's Office and are a part of Record Group 80, General Records of the Department of the Navy.² Others passed from that Office to the Office of Naval Records and Library and are a part of Record Group 45, Naval Records Collection of the Office of Naval Records and Library.³ Still other records were taken from rec-

²National Archives, Preliminary Checklist of the General Records of the Department of the Navy, 1804-1944, p. 20-26. Compiled by James R. Masterson. 1945.

³National Archives, Preliminary Checklist of the Naval Records Collection of the Office of Naval Records and Library, 1775-1910, p. 25-29. Compiled by James R. Masterson. 1945.

ords of the Bureau of Navigation and placed in the Naval Records Collection. Where these records are pertinent to the ones described below, a cross-reference is made.

Application, Examination, and Appointment Records, 1838-1940

REGISTERS OF APPLICATIONS. Apr. 1897-Oct. 1917. 16 vols. 2 ft. 139

These volumes register applications that were submitted for appointments as assistant paymaster, boatswain, carpenter, chaplain, civil engineer, professor of mathematics, gunner, machinist, and pharmacist. The entries contain information on applicants already in the Navy or from "Civil Life," including part or all of the following: Name, rating and station (if in service), application number, date of birth, date of first application, approvals of superior officers or others, names of persons recommending applicant, notation concerning permission to take examination, date and result of examination, notation of appointment or other disposition, and remarks. Some volumes are arranged alphabetically by name of officer and some chronologically by date of application; others have no consistent arrangement. Some volumes are indexed alphabetically by initial letter of applicant's name.

RECORD OF APPLICATIONS FOR APPOINTMENTS AS CHAPLAINS, PROFESSORS OF MATHEMATICS, AND CIVIL ENGINEERS. Apr. 9, 1902-Oct. 16, 1913.

1 vol. 3/4 in.

140

Contains entries for each applicant, giving his name, date of birth, place of legal residence, date of application and of its receipt, remarks, and a statement of final action; the jacket number assigned; and names of Congressmen recommending him. Entries are arranged by type of position and thereunder chronologically by date application was received. Indexed by type of position, thereunder alphabetically by initial letter of applicant's name.

RECORD OF APPLICATIONS FOR RATINGS AS ASSISTANT PAYMASTER. Apr. 23, 1902-May 29, 1913. 1 vol. 3/4 in.

141

Contains entries for each applicant, giving his name, date of birth, place of legal residence, date of application and of its receipt, remarks, and a statement of final action; the jacket number assigned; and names of Congressmen recommending him. Arranged chronologically by date application was received. The volume is indexed alphabetically by initial letter of applicant's name.

RECORD OF APPLICATIONS FOR RATINGS AS MATE. Jan. 29, 1903-Mar. 20, 1905. 1 vol. 3/4 in.

142

Contains entries for each applicant, giving his name, present rating and location, continuous-service certificate number, date of application, names of officers recommending him, personal data, record of service, "grade" based on his enlistment record, and a notation in red as to whether he was given the new rating. Entries are generally in chronological order by date of application. The volume is indexed alphabetically by name of applicant.

APPLICATIONS FOR APPOINTMENTS. 1875-78; 1886-1917. 53 ft. 143

These applications, together with related correspondence, are for a variety of positions. Most of the papers in this series are stamped with file numbers assigned to the general correspondence of the Bureau, beginning in 1885. They are in 16 subseries, mainly by type of position, as acting assistant and assistant paymaster, paymaster's clerk, assistant engineer, civil engineer, assistant surgeon, professor of mathematics, machinist, warrant machinist, chaplain, carpenter, boatswain, gunner, sailmaker, and acting line officer. The earliest subseries, 1875-78, contains applications for positions of carpenter, gunner, sailmaker, and boatswain. The applications for chaplain are scattered. Some of the subseries are accompanied by examination papers. Arranged mainly by subseries, thereunder unarranged. For registers that may be helpful, see entries 103 and 117; for numerical-record and subject cards that may serve as a guide, see entries 92 and 93.

APPLICATIONS FOR POSITIONS AS VOLUNTEER ACTING PAYMASTERS. 1898. 2 ft. 144

With the letters of application are a few press copies of letters sent to the applicants, letters of recommendation, and miscellaneous enclosures. Arranged alphabetically by name of applicant.

LETTERS OFFERING SERVICES IN THE EVENT OF WAR WITH SPAIN. 1898. 5 ft. 145

Applications for officers' commissions or other ratings from men offering their services in the event of war, together with letters of recommendation and other related correspondence. Part of the correspondence is stamped with the "received" stamp of the Secretary's Office and numbered as part of that Office's correspondence; the remainder is stamped and numbered as part of the correspondence of the Bureau of Navigation. Arranged in part alphabetically by name of correspondent.

APPLICATIONS FOR POSITIONS AS VOLUNTEER ENGINEERS. Feb. 13-Aug. 10, 1898. 2 vols. 9 in. 146

Applications and letters of recommendation received by or referred to the Bureau of Steam Engineering, together with related letters from Congressmen, a few endorsements, and copies of letters sent by the Bureau. Arranged chronologically. The volumes are indexed alphabetically, with references to the classification numbers of the Bureau of Steam Engineering that appear on each letter.

APPLICATIONS FOR NAVAL RESERVE COMMISSIONS. 1938-40. 5 in. 147

Applications for commissions in the Naval Reserve and letters on obtaining such commissions. Arranged alphabetically by initial letter of correspondent's name.

TESTIMONIAL LETTERS CONCERNING ENGINEERS. ca. 1838-77. 27 vols. 8 ft. 148

Testimonial letters, recommendations, and attestations of good char-

acter that were addressed to the engineers themselves, to superior officers, to examining boards, and to the Secretary of the Navy. They were sent by officers and private employers and were probably used by examining boards for engineers in determining the fitness of such officers for promotion. They are in three subseries, as follows: (1) testimonials concerning engineers (regular service), ca. 1838-74, 3 volumes; (2) testimonials concerning assistant engineers (regular service), ca. 1843-77, 9 volumes; and (3) testimonials concerning volunteer engineers, ca. 1862-73, 15 volumes. The volumes in each subseries are arranged alphabetically and the correspondence therein is arranged chronologically. The volumes are indexed by initial letter of officer's name.

LIST OF APPLICANTS FOR VOLUNTARY RETIREMENT. 1899-1915. 1 vol. 2 in. 149

This volume, labeled "Partial Key to File Case No. 3," contains names of officers applying for retirement, for each rank up to commander, together with information from their letters requesting such action and a statement of action taken. These applications came under the provisions of section 8 of an act of Congress approved March 3, 1899. The list is arranged by rank, thereunder by year. Indexed in general alphabetically by name of officer.

OFFICERS' PHYSICAL FITNESS REPORTS. 1898-99. 9 in. 150

Filed with the physical fitness reports are a few other documents such as medical reports and related correspondence. Arranged alphabetically by folder heading and thereunder alphabetically by name of officer.

REPORTS OF PHYSICAL EXERCISE AND PHYSICAL EXAMINATION OF OFFICERS. 1909-13. 3 in. 151

This series consists of forms titled "Report of First Quarterly Exercise for Officers" and a few titled "Report of Physical Examination," both having the form number N. Nav. 253. The physical exercise reports were, according to the form, "required by General Orders of the Navy Department." Arranged alphabetically by name of officer.

REPORTS OF EXAMINING BOARDS FOR THE ENGINEER CORPS. Sept. 1, 1849-Dec. 31, 1873. 2 vols. 6 in. 152

Reports of boards convening at navy yards (chiefly the Philadelphia Navy Yard) sent to the Secretary of the Navy, or to officers commanding yards, squadrons, and stations who forwarded them to the Secretary. They give the results of examinations of candidates for engineer positions and of engineers seeking promotions. Arranged by yard or other unit, ashore or afloat, and thereunder chronologically. The volumes are indexed alphabetically by name of person examined. Fair copies of some of these reports are described in entry 153.

FAIR COPIES OF REPORTS OF EXAMINING BOARDS FOR THE ENGINEER CORPS.

Mar. 14, 1863-Mar. 6, 1875. 1 vol. 2 in. 153

Fair copies of some of the reports described in entry 152. Arranged chronologically. The volume is indexed by initial letter of name of person examined.

WEEKLY REPORTS OF EXAMINING BOARDS FOR ACTING APPOINTMENTS IN THE

ENGINEER CORPS. Dec. 6, 1862-Mar. 25, 1865. 2 vols. 6 in. 154

Form reports containing the following information for each engineer examined: his name, occupation, age, by whom examined, by whom recommended, date his papers were forwarded, to what rank he was recommended, length of his service at sea, length of his service in shops, and remarks. The series includes reports from the Baltimore, New York, and Philadelphia Naval Stations, the New York and Philadelphia Navy Yards, and the Mississippi and West Gulf Blockading Squadrons as well as a few quarterly summaries of grades earned. The reports are arranged by name of yard, station, or squadron, and thereunder chronologically. The volumes are indexed alphabetically by initial letter of name of person examined.

RECORD OF PROCEEDINGS OF NAVAL EXAMINING BOARDS. 1899-1902. 4 ft. 155

These boards examined candidates for ratings as acting boatswains, boatswains, acting gunners, gunners, acting carpenters, carpenters, and warrant machinists. The records include orders to appear for examinations, examination papers (academic), medical examination papers and statements of medical examiners, and minutes of the boards themselves, which usually contain their decisions as to eligibility of the candidates. Arranged by rating examined for and thereunder chronologically.

JOURNALS AND REPORT BOOKS OF EXAMINING BOARDS FOR THE ENGINEER CORPS

("RECORDS AND MINUTES OF EXAMINING BOARDS, ENGINEER CORPS . . .

REGULAR"). July 8, 1845-Jan. 7, 1870. 5 vols. 1 ft. 156

These volumes contain reports, minutes of meetings, and copies or briefs of examinations given candidates for admission to or promotion within the Engineer Corps, together with a few transmittal and miscellaneous letters. The first four volumes relate only to regular engineers; the last volume relates also to volunteer engineers. Arranged chronologically. The volumes are indexed alphabetically by name of person examined. Fair copies of a part of this series are described in entry 157.

FAIR COPIES OF RECORDS AND MINUTES OF EXAMINING BOARDS FOR THE ENGINEER

CORPS. Apr. 20, 1857-May 23, 1870. 5 vols. 8 in. 157

Fair copies of a part of the records described in entry 156. The two earliest volumes are labeled "Minutes of Examination Boards." Arranged chronologically. All the volumes except the earliest one are indexed alphabetically by initial letter of name of person examined.

LETTERS SENT RELATING TO OFFICERS' APPOINTMENTS, ORDERS, AND RESIGNATIONS ("APPOINTMENTS, ORDERS, AND RESIGNATIONS"). Feb. 1842-Dec. 1895. 47 vols. 9 ft. 158

Fair copies of letters sent by the Secretary of the Navy or by the Chief of the Bureau of Navigation, with the exception of volume 65, which is titled "List of Officers Ships and Stations Opened 1st January 1895. Shows Commanding Officers of Ships and Stations from date of Commission or Foundation to 1st January 1895, and all Officers attached on or subsequent to that date." The volumes in this series are numbered 19-65. Volumes 19-64 are arranged chronologically; volume 65, in general, by class of ship. Volumes 1-10, presumably beginning with 1798 and extending to May 1813, have been retained by the Navy Department; and volumes 11-18, May 1813-February 1842, are in the National Archives as a part of Record Group 45 (see entry 284 in the Checklist of the Naval Records Collection). The abstracts of service records described in entry 193 serve as an index to the letters in this series.

CONFIRMATIONS OF APPOINTMENTS OF OFFICERS ("CONFIRMATIONS"). Jan. 5, 1843-Aug. 4, 1909. 10 vols. 2 ft. 159

These volumes contain congressional confirmations of officers' appointments to the Navy and the Marine Corps, signed by the Secretary or Assistant Secretary of the Senate, that were sent to the White House and later transferred to the Navy Department. Arranged chronologically. The volumes are indexed alphabetically by name of officer.

ACCEPTANCES AND APPOINTMENTS ("ACCEPTANCES," "ACCEPTANCES AND OATHS," "APPOINTMENTS"). Jan. 10, 1873-Apr. 10, 1889. 12 vols. 3 ft. 160

These volumes contain acceptances and appointments, together with oaths and articles of agreement, that were sent to the Secretary's Office under covering letter and were at one time a part of that Office's records. The papers concern officers', paymasters', and ships' clerks, yeomen, "writers," apothecaries, and others. Arranged chronologically. The first 10 volumes are indexed alphabetically by name.

RECORD OF APPOINTMENTS OF PAYMASTERS' CLERKS AND YEOMEN. Jan. 1, 1890-Jan. 4, 1898. 1 vol. 3 in. 161

Contains the following information for each appointee: number (probably an appointment number), name of appointee, dates of acceptance and oath, name of State or Territory from which appointed, name of person making appointment, and ship or station to which appointed. Arranged chronologically; the number sequence follows the chronology. The volume is indexed alphabetically by initial letter of applicant's name.

RECORD OF ACTION TAKEN ON APPLICATIONS FOR RATINGS AS BOATSWAINS AND GUNNERS. May 24, 1890-Feb. 1, 1900. 1 vol. 3/4 in. 162

Although this volume is labeled "Bureau of Construction and Repair" it apparently belongs to Bureau of Navigation records because of its subject matter. It shows, for each applicant, personal data, service-

record data, information regarding the examination taken by him, and action taken concerning him. Arranged by a serial number. The volume is indexed alphabetically by name, with references to the serial number.

RECORD OF VACANCIES AND PROMOTIONS IN THE ENGINEER CORPS. Mar. 1872-July 1897. 1 vol. 3/4 in. 163

This record, although it may have been begun by the Bureau of Steam Engineering, bridges the period of the 1889 reorganization during which the Bureau of Navigation absorbed most of the personnel functions of other bureaus. It was probably continued or at least was used by the Bureau of Navigation and thus became part of its records. The volume gives names, ranks, explanations of how vacancies were created and names of persons appointed to them, records of promotions, and dates of all such changes. Arranged chronologically. The volume is indexed alphabetically by initial letter of person's name.

RECORD OF PROMOTIONS OF OFFICERS. 1909-20. 4 vols. 9 in. 164

Consists of four volumes, two labeled "Dates" and two labeled "Grades." The volumes marked "Dates" show rank of officer, name, grade he was to be promoted to, effective date of promotion, whom he was to replace ("vice"), date he was qualified, date he was nominated, and date his commission was sent. These two volumes are divided into sections for warrant officers, staff officers, Marine Corps, Medical Corps, and others, with entries under each section made chronologically by effective date of promotion. The volumes marked "Grades" contain information arranged by grade or rank and columnized under such headings as "Date," "Name," "Examination Ordered," "Qualified," "Confirmations," "Commission Sent," and "Receipt." The officers' names appear to have been entered according to date of action. These two volumes also show retirements and occasionally other actions as well as promotions.

Commissions and Warrants, 1844-1936

COMMISSIONS ISSUED TO OFFICERS ("COMMISSIONS," "COPIES OF COMMISSIONS ISSUED IN 19__"). Feb. 3, 1844-Dec. 28, 1936. 124 vols. 32 ft. 165

Copies of commissions, on printed forms, showing the names of appointing officials and the register numbers. Volumes 1-68 are numbered consecutively (with two volumes 10); the remaining volumes are numbered separately for each year. The first 69 volumes are arranged chronologically, the others alphabetically under each year. Volumes 1-68 and 4 volumes for 1924 are indexed alphabetically by initial letter of officer's name.

WARRANTS ISSUED TO OFFICERS ("WARRANTS"). July 11, 1846-Aug. 14, 1925. 8 vols. 2 in. 166

Copies, on printed forms, of warrants issued to officers. The originals of these warrants were apparently signed at first by the President of the United States and later for him by the Secretary of the Navy.

The warrants are arranged in part chronologically. The volumes are indexed by initial letter of name of officer receiving the warrant.

COMMISSIONS AND WARRANTS ISSUED TO CHIEFS OF BUREAUS, NAVY AGENTS, AND ASSISTANT ENGINEERS ("COMMISSIONS AND WARRANTS"). July 12, 1848-May 28, 1896. 1 vol. 4 in. 167

Copies, on printed forms, that are grouped in sections according to the three classes receiving the warrants. The inclusive dates vary with each class. Arranged by type of commission and thereunder chronologically. The volume is indexed alphabetically by initial letter of name of person to whom the commission or warrant was issued. For a volume of commissions and warrants, August 1848-May 1896, issued "mainly to chiefs of bureaus," see entry 47 in the Preliminary Checklist of the General Records of the Department of the Navy, 1804-1944.

COMMISSIONS, DISCHARGES, AND RESIGNATIONS OF SPANISH-AMERICAN WAR OFFICERS. Apr. 1898-Apr. 1899. 4 vols. 1 ft. 168

These are fair and typewritten copies, on printed forms. Two of the volumes contain copies of commissions; the other two volumes contain copies of discharges and resignations. Arranged alphabetically by name of officer.

COMMISSIONS OF OFFICERS OF THE NAVAL MILITIA OF THE DISTRICT OF COLUMBIA. Aug. 12, 1898-Apr. 10, 1917. 1 vol. 2 in. 169

Fair copies, on printed forms, with a record of discharges and resignations entered in red ink. Arranged chronologically. The volume is indexed alphabetically by initial letter of officer's name.

COMMISSIONS ISSUED TO OFFICERS OF THE NATIONAL NAVAL VOLUNTEERS. Jan. 22, 1917-June 8, 1918. 2 vols. 3 in. 170

Fair copies, on printed forms. They are arranged in general chronologically by date on which the Secretary or the President signed the commission and thereunder alphabetically by initial letter of name of person commissioned. The volumes are indexed alphabetically by name of officer.

Orders and Related Records, 1883-1903

DAILY RECORD OF ORDERS ISSUED TO OFFICERS. July 2, 1883-July 18, 1885. 1 vol. 2 in. 171

The entries in this volume of press copies show action taken during the day in connection with officers, under such headings as "Ordered," "Detached," "Revoked," "Resigned," "Promoted," "Placed on Retired List," "Leave," and "Modified." Arranged chronologically. An early register of orders to officers is described in entry 138 of the Checklist of the Naval Records Collection.

TELEGRAMS AND CABLES CONVEYING ORDERS TO NAVAL OFFICERS ("TEL."). Nov. 1, 1897-June 27, 1903. 33 vols. 3 ft. 172

Press copies of orders, some in code, sent by the Secretary of the

Navy and the Chief of the Bureau of Navigation. Arranged chronologically. The volumes are indexed in part alphabetically by name of officer, yard, station, ship, or subject.

ORDERS SENT TO ACTING ENGINEERS DURING THE SPANISH-AMERICAN WAR. May 4, 1898-Apr. 26, 1899. 2 vols. 2 in. 173

Fair copies of orders to acting engineers (volunteers). The earlier volume also contains a record of appointment of engineers, April-August 1898. Arranged chronologically. Each volume is indexed alphabetically by initial letter of officer's name.

PRESS COPIES OF LETTERS SENT RECOMMENDING DUTY ASSIGNMENTS FOR ENGINEER OFFICERS ("NAVAL ENGINEERS' NOMINATION BOOK"). Jan. 21, 1895-Aug. 14, 1899. 2 vols. 3 in. 174

These letters were sent by the Chief of the Bureau of Steam Engineering to the Office of Detail. It is assumed that these press copies were used by the Bureau of Navigation for its own purposes or were inherited mainly because of their connection with other personnel matters relating to officers. Arranged chronologically. The volumes are indexed alphabetically by initial letter of officer's name.

Identification Records and Photographs, 1862-1939

AGE CERTIFICATES SIGNED BY OFFICERS ("AGES"). Jan. 1862; Oct. 1863. 4 vols. 1 ft. 175

These are form letters that were sent by the Office of the Secretary of the Navy to officers and returned by the latter with their attestations and signatures. The certification is in reality to the officer's date of birth rather than to his age. In two groups as indicated by the dates above; therein arranged, in general, alphabetically. Each volume contains an alphabetical name index.

IDENTIFICATION PHOTOGRAPHS OF OFFICERS. 1889-1939. 7 ft. 176
This series of 3,300 prints of varying sizes does not include photographs of all Navy officers for the dates indicated. The pictures are in envelopes, most of which are labeled with the name of the officer. Arranged alphabetically by name.

PORTRAITS OF OFFICERS, PASSPORT NEGATIVES, AND COPY NEGATIVES OF CHARTS, MEDALS, TROPHIES, AND VESSELS. 1917-37. 25 ft. 177

This series consists of 2,666 glass-plate negatives, 834 nitrate-film negatives, and 900 cut prints--a total of 4,400 items of varying sizes. Included are 143 8" x 10" copy negatives of naval vessels. With the exception of the glass-plate negatives, most of the material is in labeled envelopes. The portraits and passport negatives are arranged alphabetically by name of person; the copy negatives are arranged by category and thereunder alphabetically by name of person or ship.

IDENTIFICATION CERTIFICATES ISSUED TO OFFICERS IN LIEU OF PASSPORTS.

Oct. 1917-Apr. 1921. 9 ft.

178

Copies of the identification certificate (Form N. Nav. 301), or a mimeographed form resembling it, together with photographs (attached), birth certificates, and related correspondence. The forms show the rating held by the officer, the names of places to be visited, a personal description, his fingerprints, his name, a copy of the signature of the Secretary of the Navy, and a serial number. Arranged by number, 1-4217. For a card index to these records, see entry 179.

CARD INDEX TO IDENTIFICATION CERTIFICATES ISSUED TO OFFICERS IN LIEU OF PASSPORTS. 1917-21. 3 ft.

179

These cards show the name of the officer, his rank, and the certificate number. Arranged alphabetically by name of officer. The identification certificates themselves are described in entry 178.

Registers, Rosters, and Records Showing Complements, 1799-1909

Lists of naval, marine, and civil officers of shore establishments (1855-89) and of naval vessels (1861-77) are described in entries 95 and 96, respectively, of the Checklist of the Naval Records Collection. In addition to the registers of officers described below, registers of regular naval officers (1798-1874) and of volunteer naval officers (1861-79) are described in entries 113-130 of the Checklist.

REGISTER OF OFFICERS OF THE NAVY. Mar. 5, 1799-ca. Sept. 25, 1823.

1 vol. 2 in.

180

This volume, labeled "G. Navy Department," contains numbered entries giving the officer's name, a date (apparently that of his commission), and his home State. Arranged by rank, thereunder by entry number. The volume is indexed alphabetically by name of officer, with a reference to the entry number.

"SHIP BOOKS" CONTAINING COMPLEMENTS AND ROSTERS OF OFFICERS ON VESSELS.

Nov. 1834-ca. Sept. 1865. 4 vols. 8 in.

181

Under the name of each vessel, such information as the following is given: class designation of the vessel (as "Columbus 74"), dates of sailings and arrivals, roster of officers, and data on passengers carried. Some entries also include names of enlisted men. The first three volumes are arranged by class of vessel, thereunder by name of vessel, and thereunder chronologically by dates of sailing and return; the last volume, alphabetically by name of ship. The volumes are indexed alphabetically by initial letter of ship's name.

REGISTERS OF OFFICERS OF THE ENGINEER CORPS ("REGISTER"). Apr. 1859-

Aug. 1901. 5 vols. 11 in.

182

Entries give name of the officer, date of warrant, and data listed chronologically concerning his service, with page references to unidentified personnel records. Arranged chronologically by date of appointment.

The volumes are indexed alphabetically by initial letter of officer's name. A similar register for the period 1842-61 is described in entry 115 of the Checklist of the Naval Records Collection.

LISTS OF OFFICERS ASSIGNED TO THE NAVAL OBSERVATORY AND THE NAVAL ACADEMY. Dec. 31, 1865-Dec. 31, 1877. 1 vol. 2 in. 183

These are monthly returns, made part of the time on forms, showing names and ranks of officers. About half the book relates to officers of the Naval Observatory (December 31, 1865-December 31, 1877) and the other half to officers of the Naval Academy (January 1, 1866-February 5, 1870). The returns in each group are arranged chronologically.

REGISTER OF ASSISTANT SURGEONS. Jan. 1876-July 1896. 1 vol. 2 in. 184

Entries contain serial number, name of the assistant surgeon, date of his appointment, State from which he was appointed, date "permitted," and title of his position which is the same for all entries. Arranged by serial number (which was assigned chronologically). The volume is indexed alphabetically by name of appointee. An earlier register of applications for appointment to this position is described in entry 99 of the Checklist of the Naval Records Collection.

LISTS OF OFFICERS. 1878-1909. 43 vols. 7 ft. 185

These volumes are in subseries, as follows: (1) quarterly lists of officers on ships, 1878-1905, 27 vols.; (2) quarterly lists of officers on shore duty, 1895-1909, 13 vols.; and (3) quarterly lists of officers at shore stations, 1907-9, 3 vols. These lists, prepared by commanding officers of ships and stations and forwarded to the Bureau of Navigation, give names and ranks of officers on board, changes since last report, dates of arrival, destination, and other information. Arranged by year, thereunder by name of ship or shore establishment, and thereunder chronologically. The earliest volume in subseries 2 is indexed alphabetically by name of shore establishment.

GUNNERS' REGISTER ("GUNNERS"). 1890-98. 1 vol. 1 in. 186

Contains the usual information found in such registers, one page being reserved for each man. Shown are his name, personal data, continuous-service certificate number, dates of appointments and other service-record information, file numbers of pertinent correspondence, dates of examinations, and actions taken. Unarranged. The volume is indexed in part alphabetically by man's name.

REGISTERS OF PETTY OFFICERS HOLDING PERMANENT APPOINTMENTS. 1893-1902. 3 vols. 7 in. 187

Contain such information as continuous-service certificate number, name of officer, date and place of current enlistment, date of appointment, and notations of reenlistment or discharge. The first volume is arranged by class of officer and thereunder chronologically by date of

current enlistment; the second and third volumes are arranged alphabetically by initial letter of officer's name. The earliest volume is indexed alphabetically by initial letter of officer's name.

REGISTER OF COMMISSIONED OFFICERS OF THE AUXILIARY NAVAL FORCE. 1898.

1 vol. 1 in.

188

Contains the following information for each officer: his name, rank, date of appointment, register number, place of present duty or station, date of orders, date of reporting for duty, State from which appointed, notation as to whether he was appointed from the Naval Militia, position from which he was appointed, date of discharge, and his home address. Arranged alphabetically by name of officer.

Personnel Jackets and Other Personnel Records, 1900-1925

PERSONNEL JACKETS FOR OFFICERS OF THE NAVAL AUXILIARY SERVICE. 1900-1916. 39 ft.

189

These jackets contain such documents as applications to enter the Naval Auxiliary Service, questionnaires, letters of recommendation, oaths of office, and fitness reports, together with related correspondence. Arranged alphabetically by name of officer; regulations for the Naval Auxiliary Service and changes thereto, 1914-17, are at the end of the series. The personnel record cards described in entry 191, although not directly indexing these records, summarize the service records, as do some of the records described in entry 199. For additional personnel jackets for officers in the Naval Auxiliary Service, see entry 190.

PERSONNEL RECORDS FOR OFFICERS AND MEN OF THE NAVAL AUXILIARY SERVICE. 1901-17. 10 ft.

190

This series consists of three subseries: (1) folders for officers and enlisted men, containing their applications, letters of recommendation, fitness reports, and related correspondence; arranged alphabetically by name; (2) correspondence of the Supervisor of Naval Auxiliaries, Norfolk, Va., concerning mainly changes in crew personnel of Naval Auxiliary Service vessels; in folders most of which are marked with numerical symbols, 24-49 through 24-749, and arranged in numerical sequence; and (3) personnel folders, one for each officer, arranged alphabetically by name. For other personnel jackets for officers in the Naval Auxiliary Service, see entry 189. For cards and other records summarizing the service of Naval Auxiliary Service officers and enlisted men, see entries 191 and 199.

PERSONNEL RECORD CARDS FOR OFFICERS AND MEN OF THE NAVAL AUXILIARY SERVICE. 1901-17. 6 ft.

191

In two groups, one for officers and the other for enlisted men. The cards for officers show the name, address, place and date of birth, rating, date of appointment, file number, application record, name and address of next of kin, and a summary of service. Cards for enlisted

men are more detailed and show the name, rating, date of shipment, vessel shipped on, vessel of present service, number on shipping articles, wages per month, term of shipment, place and date of birth, occupation, description, next of kin, name of witnessing officer, date of transfer, date discharged, a notation as to whether the man deserted or died, reason for discharge, recommendation for reshipment, and home address. Within each group the cards are arranged alphabetically by name. There is some duplication between these cards and the summary records described in entry 199.

MICROFILM COPY OF AN INDEX TO OFFICERS' JACKETS ("OFFICER DIRECTORY").
1913-25. 2 rolls. 192

These rolls of negative microfilm cover a period for which there are no corresponding officers' jackets in the National Archives. For each officer the index shows the name, rank, location of his file, cross-references to related correspondence, and the jacket number. The entries are arranged by the jacket number or by the file number assigned to the correspondence. The chief value of the index is to provide information as to the location of files. This index may also be of some value in connection with general correspondence for the period 1903-13, described in entry 88, because that series contains letters relating to officers under the original file numbers if the officer was commissioned before 1913.

Records of Service, 1798-1924

ABSTRACTS OF SERVICE RECORDS OF NAVAL OFFICERS ("RECORDS OF OFFICERS").
May 1798-July 1924. 60 vols. 17 ft. 193

The volumes containing these abstracts are in the following sub-series:

1. Volumes (21), designated by the letters A-1 through O-2, cover the period (according to the backstrips) May 1798-December 1893. The early volumes in this subseries contain the date of the officer's appointment, the State from which he was appointed, and the date of termination of his service; later volumes contain, in addition, information relating to his orders, promotions, leave, and retirement. From 1832 the entries are in numbered paragraphs. Volumes A through F are arranged alphabetically by initial letter of officer's name and thereunder chronologically by date of commission; volumes G through O-2 are arranged by rank and thereunder chronologically by date of commission. Volumes designated by the same letter cover the same chronological period.

2. The one volume (1) in this subseries is unlabeled, but it covers the period 1799-1829, these dates representing approximately the earliest dates of the officers' commissions or orders and the latest dates the men were in service. The volume contains numbered paragraphs summarizing the service record of officers of certain ranks and does not fit into either of the other subseries. Arranged by officer's rank and thereunder chronologically by date of his commission.

3. These volumes (38) cover the period February 1829-July 1924, and are numbered. The dates represent approximately the earliest dates of the officers' commissions or orders and the latest dates the men were in service. This subseries consists of the form "Record of Officers, U. S. Navy," which shows the dates of service, name of officer, the time devoted to sea service or "unemployed," and remarks. The names are mainly in chronological order by date of appointment.

Most of the volumes in subseries 1 and 2 are indexed alphabetically by initial letter of officer's name and thereunder by rank; those in subseries 3 are indexed alphabetically by initial letter of officer's name only. Separate index volumes to the third subseries are described in entry 194. Most of the entries in this series show a number in parentheses that is the page number of a volume (of corresponding date) described in entry 158.

INDEXES TO ABSTRACTS OF SERVICE OF NAVAL OFFICERS. Feb. 1829-July 1924.
2 vols. 4 in. 194

This series consists of one bound volume and one looseleaf notebook of typed sheets, both of which are indexes to subseries 3 of entry 193. In both indexes the name of the officer is given, together with references to the volume and page number of the abstracts. The bound volume appears to cover only volumes 1-13; the typed list covers all 38 volumes. Arranged alphabetically by name of officer.

LETTERS FROM OFFICERS TRANSMITTING STATEMENTS OF THEIR SERVICE.

June 1842-Dec. 1844. 2 vols. 5 in. 195

These letters were submitted in compliance with the provisions of a directive from the Secretary of the Navy. Some of the communications are merely transmittal letters for the printed forms that are described in entry 72 of the Checklist of the Naval Records Collection, but others present supplementary data. Since many of the letters are from prominent officers, the statements of service are valuable for biographical details and for the history of the Navy. Unarranged.

RECORDS OF SERVICE OF OFFICERS. n.d. 3 in. 196

According to a form letter from the Chief of the Bureau of Navigation and Office of Detail, these records may have been compiled during the years 1866-67. They contain summaries of service of officers who served in the War of 1812, the Mexican War, and the Civil War. Most of the records cover Civil War service and show the officer's name, station, date of birth and other personal data, kinds and dates of commissions, inclusive dates of service, types of boards served on, wounds received, and battles engaged in. Arranged alphabetically by name of officer.

LISTS OF NAVAL OFFICERS AND RECORDS OF THEIR SERVICE ("RECORD OF SERVICE"). Dec. 1884-Jan. 1891. 1 vol. 1 in. 197

The first 95 pages of this volume of press copies contain lists of officers serving at navy yards. The remainder of the volume contains

lists of other naval officers, service histories of individual officers, and miscellaneous personnel information. The lists of officers are unarranged; the service records are arranged chronologically. Indexed alphabetically by initial letter of officer's name.

RECORD OF SERVICE OF TEMPORARY OFFICERS IN THE SPANISH-AMERICAN WAR.

1898-99. 1 vol. 3 in.

198

This volume contains forms titled "Record of Temporary Officers, U. S. Navy," showing dates of service; name of officer; orders and transfers; time spent in sea service, on shore, and "unemployed"; and remarks. Arranged in general by date of appointment.

RECORDS SUMMARIZING SERVICE OF OFFICERS AND MEN OF THE NAVAL AUXILIARY SERVICE. 1901-17. 8 ft.

199

Consist of pink slips, each of which records briefly the individual's service record. They were prepared in the Bureau of Navigation from information taken from ships' logs. There is some duplication between these slips and the personnel record cards described in entry 191, but this series contains entries for some men and officers for whom cards or other personnel records are missing. Each slip contains a man's name, a statement of his rating or work, name of his ship, and dates of his entry into and departure from the Naval Auxiliary Service. Arranged alphabetically by man's name.

Other Records Relating to Officers, 1863-92

REPORTS ON OFFICERS UNDER INSTRUCTION AND ARREST ON THE U.S.S. SAVANNAH, NEW YORK NAVY YARD. Jan. 1863-Sept. 1864. 4 in.

200

These weekly reports, made to the Secretary of the Navy, show the name of the officer, his rank, type and location of duty assignment, scale of comparative proficiency (rating), and a schedule of daily exercises or drills. Unarranged.

REPORTS OF LINE AND STAFF OFFICERS. 1864-70; 1875. 2 ft.

201

Consist principally of copies of Form 26, "Report of Line Officers Attached to the U.S.S. _____, Commanded by _____, for the quarter ending _____, 18____," and of Form 27, which is similar except that "Staff" is substituted for "Line" in the title. Both forms show the name of the officer, his rank, impressions as to his general and special qualifications, languages spoken, remarks, and recommendations. The forms were received from naval vessels, stations, and yards, including some from such noted vessels as the Constellation and the Constitution. The series also includes a few reports on prisoners confined, quarterly returns of punishments, and other subjects. Arranged by station, yard, or vessel.

LETTERS OF RESIGNATION RECEIVED FROM OFFICERS. Feb. 1878-Nov. 1886.

1 vol. 2 in.

202

Letters addressed to the Secretary of the Navy, together with endorsements indicating the rejection or acceptance of the resignations. Ap-

parently some or all of the requests were acted on by the Detail Division of the Secretary's Office, since many are stamped as received by that Division. Arranged chronologically. Indexed by initial letter of officer's name. An earlier series of resignations is described in entry 65 of the Checklist of the Naval Records Collection. Related series of resignations are described in entries 76 and 85 of the Checklist.

MONTHLY REPORTS ON OFFICERS, NONCOMMISSIONED OFFICERS, MUSICIANS, AND PRIVATES OF THE U. S. MARINE CORPS. 1889-92. 1 in. 203

These form reports contain information relating to stations, allowances for each grade or rating, and totals. Arranged chronologically by month and year.

RECORDS RELATING TO ENLISTED MEN, 1846-1943

Until 1885 the principal reporting activities on enlistments were performed by recruiting stations, receiving ships, and naval vessels other than receiving ships.

Recruiting stations (or rendezvous) were located in certain of the larger cities and served those cities and nearby towns and rural areas. They kept a record of each man enlisted and reported weekly to the Navy Department by means of rendezvous reports (see entries 216-220). These reports were supplemented by composite shipping articles (see entries 358-360), a kind of contract between the enlisted men on board and the commanding officer (representing the Navy Department) to which each man affixed his signature. These shipping articles had the same force as the individual shipping articles now in use and were in other respects similar to them, except that information concerning next of kin and marital status was not required at that time.

Receiving ships were located at coastal cities where they could conveniently supply men to vessels of the fleets. Like the recruiting stations, they also made weekly reports to the Navy Department regarding the enlisted men who were received, transferred, or discharged, or who deserted or died during the week covered by the report. The weekly reports from receiving ships are described in entry 222.

Commanding officers of regular naval vessels were authorized to make enlistments on board their ships as the occasion demanded, from men of any nationality, race, or religion. These enlistments were kept separate from those made at recruiting stations and receiving ships. In most instances the enlistments made on board vessels were for the duration of a particular cruise and might terminate (1) when that cruise was completed, (2) when the enlistment term of the man was completed, or (3) when he was no longer needed.

Naval service of enlisted men during the Civil War period has occasioned more research than has service for any other period. This is

due in part to the number of benefits available to men who could establish valid claims to them, in part to the complex nature of the records, and in part to errors in the records themselves. Many erroneous entries of desertions appeared in the records at the close of the war, entries made probably as a result of systematic demobilization procedures. Many men went home, for example, because their commanding officers told them their services were no longer required. Some men went on leave without explicit orders to return and failed thereafter to report to naval authorities. These men were technically deserters but many who were not intentionally so were afterward declared to have been separated under honorable conditions.

On January 1, 1885, the present system of preparing a separate service record, or "jacket," for each enlisted man was inaugurated. These and most other records pertaining to enlisted men have been retained by the Bureau of Naval Personnel. However, a sufficient quantity of records, both earlier and later, has been transferred to the National Archives to be of considerable value in searching the service records of enlisted men.

Series of records described in this inventory that are important in this searching are: keys to enlistment returns, entries 224 and 225; microfilm copy of index to muster rolls, rendezvous reports, and other personnel records, entry 206; muster rolls, entries 132-138; logbooks of ships and stations, entries 118-126; personnel records of officers and men of the Naval Auxiliary Service, 1901-17, entries 190, 191, and 193; and records relating to enlisted men who served during the period 1842-85, entry 204. The keys to enlistments serve a purpose somewhat similar to personnel jackets except that jacket files cover longer periods of time. The microfilm copy of the index, which contains data assembled from muster rolls and other records, shows the man's service in subseries that are in chronological order. The logs often include personnel changes, injuries, and other details lacking in other records.

RECORDS RELATING TO ENLISTED MEN WHO SERVED IN THE NAVY BETWEEN 1842
AND 1885. 1885-1941. 340 ft.

204

These are folded papers that have been assembled and put into envelopes, or "jackets," one jacket for each enlisted man. The papers include old records of the Bureau of Equipment and Recruiting as well as correspondence of the Bureau of Navigation, particularly of the Muster Roll and Record Section of the Enlisted Personnel Division. Correspondence was apparently collected on each enlisted man who had served in the Navy between 1842 and 1885 and who afterward (between 1885 and 1941) made application for pension, filed any type of claim, asked for discharge documents or service records, or who wanted some other benefit such as admission to the Naval Home at Philadelphia. The jackets contain letters received, copies of letters sent, endorsements, applications for certificates of honorable discharge or for copies of other

documents, certificates of medical officers or of special boards convened to examine applicants for pensions or other benefits, legal papers such as affidavits and powers of attorney, and similar items. The jackets are arranged alphabetically by name of enlisted man; contents of the jackets are arranged in part chronologically.

CORRESPONDENCE JACKETS ON ENLISTED MEN. 1904-43. 6 ft. 205

These jackets are for those enlisted men for whom no regular jackets had been made, for Naval Home beneficiaries, and for United States marines. The correspondence, relating mainly to verification of service in connection with applications for benefits, claims against the Navy Department, and other requests, consists of letters received by the Bureau of Navigation and copies of letters sent, together with such types of enclosures as applications, affidavits, permits to enter the Naval Home, certificates and reports of examination from medical officers, and copies of discharges. A small part of the correspondence pertains to retirement. With the exception of this part, the records are arranged alphabetically by name of enlisted man.

MICROFILM COPY OF AN INDEX TO RENDEZVOUS REPORTS, MUSTER ROLLS, AND OTHER PERSONNEL RECORDS. 1846-84. 67 rolls. 206

The card records from which these rolls of positive microfilm were made have been destroyed. The films are in four separately numbered sub-series as follows: (1) those for periods before and after the Civil War, 32 rolls; (2) those for the Civil War period, 31 rolls; (3) those for armed guard personnel, 3 rolls; and (4) those for the Naval Auxiliary Service, 1 roll. Each card microfilmed showed the man's name, the date of his enlistment, the rendezvous, a page reference to the "Rendezvous Reports" or other records concerning enlisted personnel, and a brief record of his service. Within each subseries the records are arranged alphabetically by name of enlisted man. For weekly returns of enlistments at naval rendezvous, see entry 219; and for muster rolls, see entry 132.

RECORD CARDS FOR ENLISTED MEN WHO SERVED DURING THE FIRST WORLD WAR ("STATE CARDS"). 1917-19. 437 ft. 207

Each card shows the enlisted man's name, service number, place and date of his enrollment or enlistment, age and rating at enlistment, home address (including county and State), places and dates of service and ratings for each period, total days of service, place and date of discharge, and rating at time of discharge. Most of the cards are arranged alphabetically by State, with sections at the end for Guam, Hawaii, the Philippines, Puerto Rico, and Samoa, and thereunder alphabetically by man's name.

REGISTER OF PETTY OFFICERS, SEAMEN, AND OTHERS RECEIVED ON BOARD RECEIVING SHIPS AT THE NAVAL RENDEZVOUS AT BALTIMORE. 1855-69. 1 vol. 3 in. 208

This register is for the receiving ships Ontario, Alleghany, and

Fortune. It gives man's name, rank, enlistment data, date of appearance on board, personal description, trade or occupation, name of last ship served on, place of birth, wounds or infirmities contracted in service, and remarks concerning transfer. Entries are arranged by name of receiving ship and thereunder chronologically by date of man's enlistment.

RECORDS RELATING TO MANPOWER REQUIREMENTS FOR THE NAVAL SERVICE.

1892-97. 1 vol. 2 in.

209

Press copies of estimates, memoranda, and letters concerning men required for naval service. Some of these communications are addressed to the Secretary of the Navy; others were apparently for intrabureau information and use. The volume also includes a list of men required. Arranged chronologically.

RECORD CARDS FOR RECIPIENTS OF MEDALS, BADGES, BARS, AND PINS ISSUED BY THE NAVY DEPARTMENT. 1899-1910. 6 ft.

210

Give the recipient's name, continuous-service certificate number, date and kind of award, and ship served on, often with a reference to the Bureau's general correspondence, 1889-1913 (described in entry 88). In that series there is usually a BuNav Form 28, cross-reference slip, and a copy of the form letter transmitting the badge. Where the man was stationed when he received the award determines which series of press copybooks contains another press copy of this transmittal letter. Usually, however, the reference is to the series described in entry 69 or in entry 70. Arranged alphabetically by name of recipient.

STATISTICS RELATING TO ENLISTMENTS. Jan. 5, 1907-Jan. 1, 1910. 1 vol. 3/4 in.

211

Weekly and monthly statistical tabulations of enlistments at recruiting stations, on vessels, and by recruiting parties, together with tables of per capita costs of enlistments. Arranged alphabetically by name of station, vessel, or party and thereunder chronologically; the tables are arranged chronologically. The index by station, vessel, and recruiting party does not apply to the tables.

REPORTS OF REJECTION OF APPLICANTS FOR ENLISTMENT IN THE NAVY. 1908-18. 1 ft.

212

Consist mainly of copies of Form N. Nav. 54, a report of rejection, giving enlistment data, a statement of service, and a description of the applicant. On the back of the form are endorsements of medical officers, a waiver of physical disqualifications (if any), and a statement as to whether the applicant was enrolled or finally rejected. Unarranged.

Registers and Lists of Recruits, 1861-73

INDEX TO PERSONNEL ON THE RECEIVING SHIP OHIO. ca. 1861-65. 2 vols. 2 in.

213

These volumes contain an alphabetical index to the ship's company,

supernumeraries, and recruits, and show numbers that are probably service numbers. The entries are arranged alphabetically by type of personnel, such as firemen, coal heavers, and boys, and thereunder alphabetically by initial letter of name. For a register of recruits on this ship at a later date, see entry 214.

REGISTER OF RECRUITS ON THE RECEIVING SHIP OHIO. Aug. 1866-June 1873.

1 vol. 3 in.

214

Contains for each recruit received at Boston, Mass., the following information: personal description, occupation, date of enlistment, and name of ship to which assigned. The entries are arranged chronologically. Pages 2-29 are missing. For an index to personnel on this ship at an earlier date, see entry 213.

LISTS OF RECRUITS ENLISTED FOR SERVICE DURING THE CIVIL WAR. Feb. 1864-June 1865. 36 vols. 2 ft.

215

These are lists of recruits, mainly substitutes and volunteers, who were enlisted at Baltimore, Boston, Brooklyn, Cairo, Chicago, Cincinnati, Jersey City, and New York. The lists from different cities are for varying periods, but they are within the overall dates given in the series title. There is also some variation in both form and content of the lists. The volumes are arranged alphabetically by place of enlistment and thereunder chronologically.

Enlistment Returns, Changes, and Reports, 1846-1942

DESCRIPTIVE LISTS OF MEN ENTERED AT THE NAVAL RENDEZVOUS AT BALTIMORE.

Jan. 1846-Feb. 1852. 1 vol. 1 in.

216

One page at the beginning of the volume contains a list of men shipped from Baltimore in 1844 and 1845. The remainder of the volume is in columnized form and shows year, name, rating, pay, bounty, term of service, place of birth, personal description, "securities" (presumably names of persons vouching for the man enlisted), and remarks. Arranged chronologically. There is no other volume containing the same type of information before the beginning of weekly returns of enlistments at naval rendezvous (entry 219) in 1855; it seems likely, however, that the first three volumes of the keys to and registers of enlistment returns, 1846-54 (entry 224), were compiled from this and similar volumes that are missing.

RECORD OF SUBSTITUTES ENLISTED AT THE NAVAL RENDEZVOUS AT BOSTON.

June 7-30, 1864. 1 vol. 1/4 in.

217

This volume contains printed forms giving the following information: name of recruit and date, place, and term of enlistment. Entries are in general arranged chronologically.

RECORD OF VOLUNTEERS ENLISTED AT THE NAVAL RENDEZVOUS AT BOSTON.

July 1-Dec. 30, 1864. 1 vol. 1/4 in.

218

This volume contains the same information as the one described in entry 217. Entries are in general arranged chronologically.

WEEKLY RETURNS OF ENLISTMENTS AT NAVAL RENDEZVOUS ("ENLISTMENT RENDEZVOUS"). Jan. 6, 1855-Aug. 8, 1891. 110 vols. 14 ft. 219

These volumes contain printed forms giving the following information: name of recruit, date and term of enlistment and rating, previous naval service, usual place of residence, place of birth, occupation, and personal description, including permanent marks or scars. On the back of the form is a statistical recapitulation covering the week reported or, at later dates, shipping articles. The forms are arranged chronologically by week; returns from all rendezvous for each week are usually bound together. For keys to and registers of enlistment returns, see entry 224.

WEEKLY RETURNS OF CHANGES, TRANSFERS, AND DISCHARGES FROM RECRUITING STATIONS, RECEIVING SHIPS, AND NAVAL RENDEZVOUS ("RECRUITING RENDEZVOUS"). Apr. 1898-June 30, 1902. 10 vols. 2 ft. 220

These volumes contain copies of Bureau of Navigation Form No. 2, "Return of Changes on board the United States Receiving Ship _____ at _____ for the week ending Saturday, _____." The first page of this form gives information on men received from other vessels or stations and the second and third pages, information on those "transferred, discharged, etc." Each volume, except the earliest, covers a half year. The returns are arranged by city where rendezvous, recruiting station, or receiving ship was located and thereunder by week; all reports from a given location are bound together in each volume.

QUARTERLY RETURNS OF ENLISTMENTS ON VESSELS. Apr. 1866-Aug. 1891. 43 vols. 6 ft. 221

These volumes contain printed forms (No. 14 or its earlier equivalent) giving name of recruit; date, place, and term of enlistment; rating; previous naval service; usual place of residence; place of birth; age; occupation; and personal description, including permanent marks or scars. The volumes are arranged by year, sometimes more than one to a year. Within volumes the returns are arranged by number of the return and thereunder by quarter. If more than one return was received from the same vessel the returns are bound together, provided they do not extend into the next year. For keys to and registers of enlistment returns, see entry 224.

WEEKLY RETURNS OF RECRUITS ON RECEIVING SHIPS ("RECEIVING SHIP," "R. S. RETURNS"). Jan. 6, 1855-June 28, 1902. 143 vols. 19 ft. 222

These volumes contain weekly reports of changes affecting recruits on receiving ships, including statistics as to the number of recruits on board, deaths, desertions, discharges, apprehensions, surrenders, and transfers. Names of recruits, with information as to their naval service, are also given. The reports are arranged chronologically by year, thereunder by week, and thereunder by station at which the receiving ship was located; names entered under the various headings are

mainly in alphabetical order. For keys to and registers of enlistment returns, see entry 224. For other reports of changes, see entry 223.

RETURNS OF CHANGES ON BOARD RECEIVING SHIPS ("REPORTS OF CHANGES").

May 13-Dec. 31, 1902. 6 vols. 9 in. 223

These volumes contain weekly reports submitted by vessels and stations other than those whose reports are described in entry 222. The reports, on printed forms, contain the following information: name, rating, character of appointment, number of continuous-service certificate, dates of beginning and expiration of enlistment, date received on ship, name of vessel received from, and remarks as to transfer, discharge, desertion, or death. The reports are arranged by ship, thereunder chronologically, and thereunder by initial letter of man's name. For keys to and registers of enlistment returns, see entry 224.

KEYS TO AND REGISTERS OF ENLISTMENT RETURNS. June 1846-Dec. 1902.

91 vols. 13 ft. 224

Most of these volumes are labeled "Key to Enlistment Returns." From 1861 to 1891 a parallel series of "Registers to Enlistments" was maintained and these volumes were interfiled with the "Keys." For the period 1892-1902 only the "Registers" exist. Both sets of volumes (57 of "Keys" and 34 of "Registers") contain names of men enlisting at rendezvous or on board vessels, enlistment data, and a summary of service. The "Keys" are in volumes according to enlistments made at rendezvous and those made on vessels. If enlistments were made at rendezvous the page references are to the Weekly Returns of Enlistments at Naval Rendezvous (entry 219). If enlistments were made on board vessels the references are to the Quarterly Returns of Enlistments on Vessels (entry 221). The "Registers" through 1869 contain page references to the Weekly Returns of Enlistments at Naval Rendezvous but apparently none to the Quarterly Returns of Enlistments on Vessels. Except for four volumes of incomplete registers for 1861, the volumes of keys and registers are arranged in one series chronologically by year (with some duplication of dates between "Keys" and "Registers") and thereunder by alphabetical section. Within the volumes entries are arranged alphabetically by initial letter of enlistee's name and thereunder chronologically. The main series of "returns" indexed by these volumes are those described in entries 219 and 221. The lists described in entry 216 were apparently the basis for compiling the first three volumes of registers in this series.

KEYS TO MISCELLANEOUS ENLISTMENT RETURNS. 1861-1915. 3 vols. 225

These volumes are similar to those described in entry 224. The overlapping in dates suggests that this series was maintained parallel to a part of that series. The volumes consist of forms containing columns for enlistee's name, source of information concerning his enlistment, and remarks giving such data as the vessel to which man was attached and the date of his discharge. The volumes are arranged in alphabetical order; within each volume the names are arranged alphabetically. The

enlistment returns to which these volumes are a key have not been found, but the enlistment information they contain is complete enough to be of value.

REPORTS OF ENLISTMENTS AT NAVY RECRUITING STATIONS. 1903-42. 376 vols. 101 ft. 226

These are daily or weekly reports on Form N. Nav. 4, "Report of Enlistments," which was also used for enlistments at other types of stations and shore establishments as well as on receiving ships. The reports, in general, contain the enlistee's serial or service number, name, a notation as to whether he was enrolled or enlisted, date of enlistment, rating, information relating to his discharge, and the branch of service (later displaced by a column giving the name of vessel or station to which he was transferred). On the backs of the forms are statistical summaries on applicants rejected, enrolled, and enlisted. These volumes are of use in checking enlistment claims of men seeking pensions or other benefits. The early volumes are arranged by calendar year and the later ones by fiscal year, thereunder alphabetically by station. For keys to and registers of enlistment returns before 1903, see entries 224 and 225.

REPORTS OF ENLISTMENTS AT RECEIVING SHIPS, TRAINING STATIONS, HOSPITALS, NAVAL STATIONS, AND NAVAL DISTRICTS. Jan. 1, 1913-June 30, 1926. 39 vols. 12 ft. 227

These reports are on Forms N. Nav. 4, "Report of Enlistments," and N. Nav. 9, "Monthly Report of Enlistments." They are arranged in the following subseries by type of activity reporting: (1) receiving ships and training stations, Jan. 1913-June 1926, 13 volumes; (2) hospitals and naval stations, Jan. 1913-June 1926, 15 volumes; and (3) naval districts, Dec. 1920-June 1926, 11 volumes. Some of the reports for naval districts are bound in the last volume of subseries 1. The series also includes a few reports of enlistments from yards as well as the enrollments, transfers, and discharges of units of the Naval Reserve. Subseries 1 and 2 are arranged by fiscal year, thereunder alphabetically by ship, hospital, or station, and thereunder by week or month; subseries 3 is arranged by fiscal year, thereunder by district, and thereunder by day or week.

REPORTS OF ENLISTMENTS ON VESSELS. 1903-26. 110 vols. 25 ft. 228

These reports are on Forms N. Nav. 4, "Report of Enlistments," N. Nav. 4-B, "Report of Enlistments on Cruising Vessels," and N. Nav. 9, "Monthly Report of Enlistments." These forms contain substantially the same information: the serial number, name, rating, type of discharge, place of first examination, date of enlistment, and name of vessel to which transferred. The volumes are arranged chronologically by calendar or fiscal year, thereunder alphabetically by name or symbol of ship, and thereunder chronologically by week or month. For an earlier series of quarterly returns of enlistment on vessels, see entry 221.

REPORTS OF ENLISTMENTS ON CRUISERS. Jan.-Dec. 1903. 1 vol. 2 in.

These reports, submitted monthly by cruisers, are on Form N. Nav. 229
4, "Report of Enlistments." They contain the following information on men reenlisting: serial number, name, rating, type of discharge, and date of enlistment. Arranged alphabetically by name of ship and thereunder chronologically.

REPORTS OF ENLISTMENTS IN THE NAVAL RESERVE. Jan. 1917-June 1919.
28 vols. 3 ft.

Forms N. Nav. 370 (weekly) and N. Nav. 371 (monthly) submitted by 230
the Naval Reserve or such divisions thereof as the Fleet Naval Reserve and the Auxiliary Naval Reserve. The forms give the following information for receiving or other ships and shore installations: serial number, name, rating, type of action (such as enrollment, transfer, or discharge), date of action, and remarks. Arranged by calendar or fiscal year, thereunder by place of enrollment, district, receiving or other ship, or station, and thereunder by week or month.

REENLISTMENTS UNDER CONTINUOUS-SERVICE CERTIFICATES AND WITHIN 4 MONTHS OF DISCHARGE. 1905-15. 3 vols. 3 in.

This record, kept in pencil, contains such information as name, rate, serial number, date of reenlistment, and dates of awards of medals, pins, and bars. Arranged alphabetically by initial letter of name. 231

Continuous-Service Certificates, 1865-99

CONTINUOUS-SERVICE CERTIFICATES OF ENLISTED MEN. June 22, 1865-Sept. 22, 1899. 55 ft. 232

These certificates are attached to and enclosed within leather folders or wrappers evidently intended as a personal record for the enlisted man to carry with him. For each man the following information is shown: name, date of entry for pay, vessels on which service was performed, rating, professional qualifications, dates of transfer to and discharge from vessels, character of discharge, age, description, health record, pay officer's certificate, and dates of reenlistments. The man's name and service number appear on each wrapper and serve as a label. The certificates are arranged alphabetically by name of enlisted man.

Records Concerning Discharges and Desertions, 1882-1920

INDEX TO CERTIFICATES OF DISCHARGE ("INDEX TO DISCHARGES"). 1882.
1 vol. 1/2 in.

This volume contains the names of those to whom certificates of discharge were issued and page references to records that have not been identified. Arranged alphabetically by name of man discharged. The information in the volume is of some value to searchers of service records. 233

INDEX TO APPLICATIONS FOR DISCHARGE AND HONORABLE DISCHARGES ("APPLICATIONS FOR CERTIFICATES OF DISCHARGE"). Dec. 1890-May 1894. 3 vols. 10 in. 234

These volumes contain the name of each man discharged, the date his application was received, name of person to whom it was referred, the date of discharge certificate, name of person to whom it was addressed, and dates of enlistment and discharge. All volumes contain references in red ink to press copies of letters sent that fall within the limiting dates of this series (see various entries describing press copies of letters sent, particularly entry 2). Arranged alphabetically within each volume by name of man discharged.

INDEX TO CERTIFICATES OF DISCHARGE ISSUED DURING THE PERIOD 1889-90 FOR DISCHARGES MADE DURING AND IMMEDIATELY AFTER THE CIVIL WAR ("CERTIFICATES SENT"). 1889-90. 1 vol. 2 in. 235

Shows name of the man to whom a certificate of discharge was issued, dates of enlistment and discharge, home address, and serial number of discharge certificate. The discharge certificates for the dates covered by this index have not been identified, but the volume in itself has some service-record value. Arranged in general alphabetically by name of man discharged.

INDEX TO CERTIFICATES OF DISCHARGE ISSUED DURING THE PERIOD 1891-94 FOR DISCHARGES MADE DURING AND IMMEDIATELY AFTER THE CIVIL WAR. 1891-94. 1 vol. 1 in. 236

The certificates of discharge recorded here were issued under authority of an act of Congress approved April 14, 1890. This volume contains the same type of information as the volume described in entry 235 except that these discharges were for men who had enlisted under various names or aliases. Arranged in general alphabetically by name of man discharged.

INDEX TO CERTIFICATES OF DISCHARGE ISSUED FROM FEB. 10 TO JUNE 30, 1896. 1/2 in. 237

This volume gives the file numbers for applications for certificates of discharge that were filed in the general correspondence of the Bureau described in entry 88. Arranged alphabetically by name of man discharged.

RECORD OF CERTIFICATES OF DISCHARGE ISSUED UNDER AN ACT OF CONGRESS APPROVED AUG. 14, 1888. 1889-1901. 1 vol. 1 in. 238

Gives the name of the man to whom a discharge certificate was sent, a brief of his enlistment and service record, the date his discharge was sent, and references to the general correspondence of the Bureau (see entry 88). Arranged alphabetically by initial letter of name.

RECORD OF DISCHARGES AND DISENROLLMENTS IN THE NAVAL RESERVE. 1917-20. 1 vol. 2 in. 239

Shows the name, rating, place and date of discharge or disenrollment, and reason for such action. Arranged alphabetically by initial letter of name.

DESCRIPTIVE LISTS OF DESERTERS ("DESERTERS"). Apr. 26, 1902-Dec. 23, 1911. 32 vols. 3 ft. 240

These are press copies of Bureau of Navigation Form 65-B, "Descriptive List of Deserters," that were sent to chiefs of police and detectives. They contain a personal description, enlistment data, an offer of reward for delivery of the deserter, and information relating to the procedure for obtaining reimbursement from the Government for transportation of the deserter to the place of delivery. Arranged chronologically. The volumes are indexed by initial letter of deserter's name.

RECORDS RELATING TO NAVAL APPRENTICES, 1838-97

The naval apprentice system, revived in 1864 by Secretary of the Navy Welles under authority of an act of March 2, 1837, was the first personnel matter to be placed in charge of the Bureau of Navigation. Its object was to supply the Navy with disciplined and better instructed seamen and to free the Navy of its dependence upon the merchant marine. Although apprentices had been enlisted under the same act in 1837 and 1855, no actual training system was set up until 1864. By 1867 the Sabine, the Portsmouth, and the Saratoga, old sailing vessels, were in commission as apprentice ships. Following the passage of an act of June 17, 1868, that limited the number of enlisted men and apprentices to 8,500, it was necessary to reduce the number of apprentices to the capacity of one ship, the Saratoga. Most of the apprentices hoped to pass the examinations for admission to the Naval Academy and so become officers. The annual examination for the admission of 10 boys out of about 500 doomed most of them to disappointment. The large number of desertions that followed resulted in the failure of the apprentice system.

During the years following the Civil War the number of the Navy's ships and personnel decreased markedly. The ships were mainly those left over from a bygone era, and no provision was made by Congress for replacing them with modern steel ships until 1883. The service was unattractive, particularly in those days when the West was offering high adventure. As a result the crews of naval vessels had more foreign seamen than American. This situation became a matter of concern to officers like Capt. Stephen B. Luce, who advocated the establishment of a training system as a means of providing seamen for both the Navy and the merchant marine.

Another apprentice training system was set up pursuant to a Navy Department circular of April 8, 1875, providing, by authority of the act of March 2, 1837, for the enlistment of boys between the ages of 16 and 18 for service until they reached the age of 21. The training was designed merely to fit the boys to be sailors, so the mistake of giving them hope of becoming officers was avoided. Supervision of the apprentice system was placed under the Bureau of Equipment and Recruiting,

which since its creation had had charge of the enlistment of men for the Navy. (For records of that Bureau relating specifically to apprentices, see entries 360, 373, and 374.) The apprentices received their first instruction--and later made training cruises--on training ships stationed at one of the large Atlantic coast ports: the Minnesota at New York, the Constitution at Philadelphia, the Monongahela at Baltimore, and the Saratoga at Norfolk. When the boys were transferred to cruising vessels of the Navy, favorable reports were received from officers concerning them. On May 12, 1879, when there were 945 boys serving as apprentices, an act of Congress was approved authorizing the annual enlistment of 750 boys between the ages of 15 and 18 to serve until they were 21. Immediate measures were taken for their recruitment.

The first permanent training station for apprentices was established at Coasters Harbor Island, off Newport, R. I., on June 4, 1883, and, with the training ships, it was under the supervision of the Bureau of Equipment and Recruiting. This island had been ceded by the State of Rhode Island to the United States on March 2, 1881, for use as a training station. In that year it became the headquarters of the Apprentice Training Squadron, which had been established under the command of Commodore Stephen B. Luce. When the Naval War College was established on the island in 1884 the building that had been used as the headquarters of the training system was transferred to the college, although space in it was retained for the training service. The latter was housed in ships and on the island in the rigging loft and in tents, and in the War College building. In 1889 the Naval War College was consolidated with the Torpedo Station on Goat Island.

As a part of the reorganization of the Navy Department effected by General Order No. 372 of June 25, 1889, the naval apprentice system was transferred to the supervision of the Bureau of Navigation where it continued to be operated along the same lines. Another training station for apprentices was established on the Pacific coast on Yerba Buena Island, in San Francisco Bay, on March 25, 1899. By the close of the Spanish-American War the naval apprentice system had successfully reduced the number of foreign seamen in the Navy to a small percentage.

For other records relating to apprentices, see entries 28 and 29 in the Preliminary Inventory of the Records of the Bureau of Yards and Docks and entry 93 in the Checklist of the Naval Records Collection.

CERTIFICATES OF CONSENT FOR MINORS TO ENTER THE NAVAL SERVICE ("CERTIFICATES NO. 1"). 1838-40. 1 vol. 2 in. 241

These records were probably "inherited" from the Office of the Secretary, since neither the Bureau of Navigation nor the Bureau of Equipment and Recruiting were in existence at the time they were created. The forms, entitled "Certificate by an Absent Parent or Guardian," were signed by the parents or guardians of underage boys to give consent for

the boys to enter the Navy. The person signing also certified to the date of the boy's birth and to the fact of parenthood or guardianship. Arranged in general chronologically by year.

CERTIFICATES OF CONSENT TO ENLISTMENTS OF NAVAL APPRENTICES ("ENLISTMENTS OF NAVAL APPRENTICES"). Jan. 3-Aug. 7, 1867. 1 vol. 2 in. 242

This is the same type of record as that described in entry 241 except that the form had been changed to add an "Oath of Allegiance by Naval Apprentice," executed before the recruiting officer, and a "Descriptive List" of physical data for each apprentice. Arranged chronologically.

RECORDS RELATING TO ENLISTMENT OF UNDERAGE MEN AS APPRENTICES ("APPRENTICE PAPERS"). July 1864-Sept. 1889. 11 ft. 243

Consist mainly of printed forms signed by parents or guardians, accompanied up to 1869 by testimonials and other letters received concerning or in behalf of the apprentices. The series also includes some miscellaneous letters and papers among which are copies of letters from the Chief of the Bureau of Equipment and Recruiting to navy yards relating to the administration of the apprentice program. Arranged alphabetically by initial two letters of apprentice's name.

WEEKLY REPORTS OF "BOYS" AND APPRENTICES RECEIVED ON BOARD NAVAL VESSELS. June 26, 1875-Dec. 31, 1894. 34 vols. 5 ft. 244

These weekly reports, on printed forms, were begun by the Bureau of Equipment and Recruiting as "Weekly Report of Boys" and the first 20 volumes are so labeled. After December 31, 1888, the title of the form was changed to "Weekly Report of Apprentices" and volumes 21-34 are labeled "Bureau of Navigation." The reports were submitted by naval vessels and show the number of boys or apprentices received from all sources, and discharges, desertions, deaths, number on board, and status. The reports are arranged chronologically.

RECORD OF NAVAL APPRENTICES ("RECORD OF BOYS," "RECORD OF APPRENTICES"). Feb. 1880-Dec. 1897. 3 vols. 4 in. 245

These volumes are a combined record of service and an index to an enlistment book that has not been found. The following information is given: place and date of enlistment, name of vessel to which assigned, reference to enlistment book, and date of expiration of service. The names are entered under the year, thereunder alphabetically by first letter of name, and thereunder by date of enlistment.

JOURNAL OF ENLISTMENTS OF NAVAL APPRENTICES ON THE RECEIVING SHIP ALLEGHANY. Aug. 28, 1865-Mar. 10, 1868. 1 vol. 1 in. 246

Contains printed forms entitled "Transcript List" (giving enlistment and service data) and "Descriptive List" (giving personal data) relating to apprentices received on board the ship. Arranged chronologically.

GENERAL RECORD OF NAVAL APPRENTICES RECEIVED ON BOARD THE APPRENTICE SHIP PORTSMOUTH. June 1867-July 1868. 1 vol. 1 in. 247

This volume contains forms showing, on the left-hand page, name of the apprentice, personal data, enlistment data, and date he was received on board; and on the right-hand page, his general standing, his transfers to and returns from cruisers, and date of his discharge. Arranged by number of apprentice. The volume is indexed alphabetically by initial letter of apprentice's name.

DESCRIPTIVE MUSTER ROLL OF THE APPRENTICE SHIP SABINE. July 1864-Apr. 1868. 1 vol. 1 in. 248

This volume contains forms showing number, name, and rating of each apprentice; date, place, and term of enlistment; name of place or vessel from which he was received; date he was received on board; place of birth; a personal description; information on the disposition of the apprentice, i.e., transferred, discharged, or died; and remarks. Arranged chronologically by date apprentice was received on board.

RETURNS OF APPRENTICES ENLISTED FOR DUTY ABOARD THE SABINE. July 18, 1864-June 22, 1868. 1 vol. 3/4 in. 249

This volume contains printed forms that were submitted for apprentices who had been enlisted at Boston, Mass., and New London, Conn. Names of recruits and enlistment data, together with a personal description of each boy, are given. The forms are arranged in two sections according to the place of enlistment and thereunder chronologically by date of enlistment.

GENERAL RECORD OF NAVAL APPRENTICES RECEIVED ON BOARD THE APPRENTICE SHIP SABINE. July 1864-Aug. 1865. 1 vol. 1 in. 250

This volume contains the same type of information, and on the same form, as that described in entry 247.

RECORDS RELATING TO APPRENTICE TRAINING METHODS USED ABOARD THE SABINE ("NAVAL APPRENTICE FORMS"). Nov. 19-Dec. 8, 1864. 1 vol. 2 in. 251

Consist of letters, reports, and fair copies of forms, including schedules of exercises and documents concerning individual apprentices. The records relate to the methods and routines of training used. Arranged in general chronologically.

KEYS TO ENLISTMENT RETURNS OF BOYS. 1864-69; 1875-85. 2 vols. 4 in. 252

These volumes contain copies of a form, "Key to Enlistment of Boys," that shows the name of the boy, name of rendezvous or vessel, date of enlistment, page number, names of persons giving consent, and remarks. The page references are to volumes in the series described in entry 219. Arranged alphabetically by initial letter of boy's name.

REGISTER OF ENLISTMENTS OF NAVAL APPRENTICES. July 1864-Oct. 1875.

1 vol. 2 in.

253

The series covers enlistments aboard the apprentice ships Sabine, Portsmouth, and Saratoga. On one page are listed "The facts and other circumstances of their enlistment" and on the opposite page "Their history subsequent to enlistment prior to their discharge." Arranged chronologically by date boy was received on board. Indexed alphabetically by name. For an earlier series of returns of boys entered as naval apprentices, July 1837-August 1842, see entry 93 of the Checklist of the Naval Records Collection.

OTHER GENERAL RECORDS, 1861-1945

ANNUAL REPORTS FOR THE FISCAL YEARS 1897-98 THROUGH 1903-4. 4 vols.

5 in.

254

Annual reports of the Chief of the Bureau of Navigation to the Secretary of the Navy, including reports to the Chief from activities under his jurisdiction. The volumes are arranged in part chronologically; the reports within each volume are unarranged.

COPIES OF NAVAL MILITIA BILLS. ca. 1909-10. 1 vol. 3/4 in.

255

These are printed extracts of bills, together with emendations, affecting the Naval Militia. Arranged by section of the bill. An index in the front of the volume briefs the different sections but does not refer to page numbers as the volume is unpagged.

SUMMARIES OF SERVICE OF NAVAL VESSELS IN THE MEXICAN WAR. Feb. 28, 1879-Oct. 7, 1884. 1/4 in.

256

This series consists of memorandums to the Commissioner of Pensions and the Chief of the Bureau of Navigation; a report of the Fourth Auditor of the Treasury forwarded to the Chief of the Bureau relating to the service of certain U. S. ships in the Mexican War; and a list of such ships, showing inclusive periods of service, together with several other enclosures. Some pages are missing. Arranged in the order described. For a volume containing similar information see entry 96.

LIST OF CAPTORS AND OF PRIZE VESSELS TAKEN DURING THE CIVIL WAR ("CAPTORS"). n.d. 1 vol. 1/8 in.

257

This volume shows the names of the capturing vessel and the captured vessel, the type of the captured vessel's cargo, and other data about it. Arranged in general alphabetically by name of capturing vessel.

LISTS OF DECREES IN PRIZE CASES RESULTING FROM THE CIVIL WAR. n.d. 1 vol. 1/4 in.

258

This volume lists the vessels captured as prizes by the "North" during the Civil War, amounts of money involved or realized, and other details such as names of vessels or persons to share in proceeds of the sales. Arranged by city, as "Boston Cases," with entries thereunder by name of vessel.

PLANS AND PHOTOGRAPHS OF NAVAL OPERATING BASE AT LEYTE GULF, PHILIPPINE ISLANDS. Oct. 1944-Sept. 1945. 1 vol. 5 in. 258-A

A bound portfolio containing historical and general information about the area and the construction of various facilities of the base. The volume contains charts, plans for construction, maps of the locality, and many pictures illustrating the progress of the construction and the use of the completed facilities.

Applications and Registers, 1861-1915

REGISTERS OF EMPLOYEES. ca. 1861-89. 3 vols. 8 in. 259

Consist of: (1) a volume, ca. 1861-62, containing data on employees, arranged in sections by yard, station, Navy Department, advertising, and miscellaneous and thereunder by name of employee; (2) a volume labeled "Navy Yard and Navy Department," ca. 1875-82, arranged in the same manner; and (3) a volume labeled "Miscellaneous," 1862-89, containing a list of employees that shows the serial number, name, type of position, and sponsor of each, arranged chronologically by date of beginning employment. The volumes are indexed alphabetically by name of employee.

RECORD OF APPLICATIONS AND APPOINTMENTS AT NAVY YARDS ("NAVY YARDS AND NAVY DEPARTMENT"). Nov. 1882-June 1886. 1 vol. 2 in. 260

This volume contains entries giving the following information: date of application or appointment, serial number, name of applicant or appointee, position, and any special notation as to patron. Arranged by yard and thereunder chronologically. The volume is indexed alphabetically by name of applicant or appointee.

PRESS COPIES OF LETTERS SENT TO APPLICANTS FOR EMPLOYMENT IN THE NAVY DEPARTMENT. Sept. 21, 1885-Aug. 17, 1886. 1 vol. 1 in. 261

These are copies of form letters sent by the Office of the Secretary of the Navy to applicants for all types of positions in Washington and at such field establishments as navy yards. Arranged chronologically. The volume is indexed in general alphabetically by name of applicant.

LIST OF MASTER WORKMEN, CLERKS, AND WRITERS AT NAVY YARDS. 1885-86. 5 in. 262

These forms, submitted monthly to the Secretary of the Navy, show the name of employee, his rating, the department to which he was assigned, the date of his appointment, the authority for his appointment, and the per-diem pay. Arranged in folded groups of one or more reports, but with no consistent arrangement thereunder.

OFFERS OF AND APPLICATIONS FOR NAVAL SERVICE. Feb.-Dec. 1898. 1 ft. 263

This series consists mainly of letters received from applicants for positions or from persons making inquiries, together with press copies of letters sent in reply, usually with an attached slip indicating a

cross-reference to one of several series of press copies of letters sent by the Bureau (see various series described in entries 2-71). The series includes some requests from officers for active sea duty. Most of the letters received were apparently prompted by the probability of war with Spain. Arranged alphabetically by name of correspondent.

RECORD OF NOMINATIONS OF PAYMASTERS CLERKS. 1898-1904. 1 vol. 263-A

This volume contains entries giving name of clerk, jacket and file numbers of correspondence concerning appointment, date of appointment, home address, name of person who made the nomination, and date of revocation or expiration of appointment. Arranged chronologically. The volume is indexed alphabetically by name of clerk.

REGISTER OF PAYMASTERS CLERKS. 1898. 1 vol. 2 in. 263-B

This volume contains entries giving the following information for paymasters clerks attached to ships, auxiliary vessels, navy yards, or stations: date of oath, name of appointee, and place from which appointed. Arranged alphabetically by name of ship or other activity. The volume is "treble-indexed" by name of vessel, name of paymaster, and name of paymasters clerk.

REGISTER OF PAYMASTERS CLERKS. 1898-1915. 1 vol. 4 in. 263-C

Entries in the volume show name of clerk, name and rank of pay officer, duty, home address, date of appointment, and date of return home. Some of the entries also include such information as clerk's birth date, qualifications, and conduct. The volume contains relatively few entries. After 1915 a card system was used for this type of information.

Records Showing Complements of Ships and Shore Units, 1891-1913

FORMS SHOWING COMPLEMENTS OF NAVAL VESSELS. 1891-93; 1895-1901.

2 vols. 6 in.

264

The volumes contain copies of Bureau of Navigation unnumbered form "Complement of U.S.S. _____," showing the total complement under various classes and ratings on a vessel and the grand total for that vessel. The earliest volume also contains printed plans and pictures of vessels. Each volume is arranged alphabetically by name of ship.

FORMS SHOWING COMPLEMENTS OF DESTROYERS, TORPEDO BOATS, SHORE STATIONS, AND NAVAL MILITIA VESSELS. 1897-1904. 1 vol. 3 in. 265

These forms are the same type as those described in entry 264 and are arranged in the same manner.

FORMS SHOWING COMPLEMENTS OF VESSELS AND SHORE ESTABLISHMENTS. 1906-13.

1 vol. 4 in.

266

These are forms of the Bureau of Navigation entitled "Complement of the U.S.S. _____," giving the number of officers and men under various ratings, ratings by branch or group, total complement, notations,

and recapitulation figures. Lists for a given ship or shore unit are usually arranged in reverse chronological order. The volume is indexed by classification, as vessel, yard, station, or other shore unit, and thereunder alphabetically by name of such unit.

Watch, Quarter, and Station Bill Books, 1887-1911

WATCH, QUARTER, AND STATION BILL BOOKS. 1887-1911. 87 vols. 5 ft.

267

These volumes were used on ships as manuals of regulations, organization, and complement. They show the assignment and distribution of personnel as well as the type of equipment and materials and the use to which they were put. There is some variation in the content and manner of keeping these volumes. Most of the volumes list personnel by division or other unit, show stations to which personnel were assigned, and under "bills" describe just how each man was to proceed under given conditions. A "Fire Bill," for example, shows each man's station and duties in the event of fire. The volumes also include tables showing the arms, ammunition, and provisions a given boat is to carry and how it is to employ and distribute them. A few volumes cover as late a period as 1917-20. Volumes are arranged alphabetically by name of vessel, Abalone-Yorktown; within volumes the arrangement varies. At the end of the series are two undated volumes not identifiable with any vessel. A few volumes are indexed.

Photographic Records

For other photographic records described in this inventory, see especially entries 176, 177, and 380.

MISCELLANEOUS PHOTOGRAPHS. n.d. 2 ft.

268

Photographs, probably taken during the World War I period, of officers and men, vessels, shore units, buildings, and other Navy facilities. The photographs document training activities and so are related to the activities of the Sixth (or Morale) Division or the Training Division, records of which are described elsewhere in this inventory. The photographs vary widely in size, some rolled photographs being several feet in length. Unarranged.

GLASS PLATE NEGATIVES. 1917-26. 1 ft.

268-A

Approximately 300 negatives used by the Navy Recruiting Bureau in public relations activities.

GLASS LANTERN SLIDES. ca. 1925. 4 in.

268-B

Approximately 100 black-and-white and colored slides used by the Navy Recruiting Bureau in an effort to make a career in the Navy attractive.

PHOTOGRAPHS OF NAVY PERSONNEL. 1917-19. 7 ft.

268-C

Approximately 4,000 photographs, either glass plate negatives or

prints, of Navy personnel who either died in World War I or received awards for wartime service. These photographs were made or assembled by the Bureau of Navigation.

MOTION PICTURES OF NAVY ACTIVITIES DURING AND AFTER WORLD WAR I. n.d.
102 reels. 269

These films were produced either by the Navy or by commercial firms for Navy recruiting purposes. There are 101 reels of positive film and 1 reel of negative film (35 mm.), some unedited or only roughly edited. Scenes are shown of practically all Navy activities on both land and sea, such as those of battleships, destroyers, seaplanes, the U. S. Fleet in foreign waters, and training camps. Arranged by receipt-invoice number, thereunder by a numeric-subject system. There is an index on 3" x 5" cards, by subject and title.

Cartographic Records

MAPS RELATING TO THE SPANISH-AMERICAN WAR. 1898. 4 items. 269-A

Manuscript maps illustrating naval activities of the Spanish-American War. Three maps show the positions and the courses sailed by the American and Spanish ships off Santiago, Cuba, on July 3, 1898, and a map of the Atlantic Ocean shows the track of Admiral Cerveras' squadron from Spain to Cuba, April 1 to July 3, 1898.

ADMINISTRATIVE MAPS. 1919 and 1935. 2 items. 269-B

Published base maps of the United States, overprinted to show the U. S. naval recruiting organization districts and divisions together with district and division headquarters.

MAP RECORDS OF THE NAVAL WAR COLLEGE. 1905-32. 9 items. 269-C

Photoprocessed maps consisting of a general map of northeastern Colombia, 1905; strategic charts of the world, 1913, the Atlantic and Pacific Oceans, 1912, and the Pacific Ocean, 1929, showing distances; and a series of bound maps with related tabular data from economic and strategic studies of foreign trade, trade areas, shipping, the vulnerability of the principal maritime nations, and the like, 1932.

RECORDS OF THE OFFICE OF DETAIL, 1865-90

An Office of Detail was established in the Office of the Secretary of the Navy in 1861 to handle the detailing of officers. On April 28, 1865, it was placed under the Chief of the Bureau of Navigation and that Bureau was known as the Bureau of Navigation and Office of Detail. Thereafter the Bureau Chief signed routine orders to naval officers "By direction of the Secretary of the Navy;" and on June 26, 1869, he was given authority to issue orders to staff officers as well as line officers. Control over the movements of naval vessels was assigned to the Bureau by an order of the Secretary dated November 28, 1881, that directed com-

mandants of navy yards, commanders of squadrons, and commanding officers of ships to send all reports, letters, and telegrams relating to the movements of ships to the Bureau of Navigation and Office of Detail. The Chief of that Bureau was to keep records of their positions and destinations and to prepare orders and instructions for the signature of the Secretary. A change in the administration of the Navy Department, however, resulted in the return to the Secretary's Office of the functions of detailing officers and controlling the movements of ships. General Order No. 309 of October 15, 1883, directed that "All communications to the Navy Department from officers of the Navy, excepting only such as relate strictly to the specific duties of the various Bureaus, as defined in General Order No. 293, dated March 30, 1882, will be addressed to the Secretary of the Navy." A further order of October 1, 1884, returned the Office of Detail to the Secretary's Office. A new Secretary, however, restored it to the Bureau of Navigation on May 22, 1885, where it continued to function until the entire Navy Department was reorganized in accordance with General Order No. 372 of June 25, 1889. At that time the Office was absorbed by the Bureau and in its stead a Division of Officers and Fleet was set up (see p. 107).

Some series of records begun by the Office of Detail but continued for a longer period of time by the Division of Officers and Fleet are described as a part of the Division's records. In other series the reverse is true, so that there is some overlapping in dates between the series of records attributed to the Office and those attributed to the Division.

Separate correspondence volumes were maintained for the Office of Detail after it was attached to the Bureau of Navigation in May 1865. Most of the letters were addressed to officers and were signed by the Chief of the Bureau by direction of the Secretary. Some of the press copies were retained by the Office but most of them are a part of the records of the Secretary's Office, described in the Preliminary Checklist of the General Records of the Department of the Navy. Incoming letters were retained by the Office of Detail and bound in volumes according to class of correspondent for the years 1865-86. Most of the letters received series terminate at the end of December 1886; there are, however, registers containing brief abstracts of letters for the years 1887-90 (see entry 107). In January 1887 there was begun the system of filing incoming letters folded and in document containers. Until July 1889 the letters bear the stamp of the Office of Detail; after that date they bear the stamp of the Division of Officers and Fleet (see entries 392-394). For other records relating to officers, see the table of contents.

FAIR COPIES OF MISCELLANEOUS LETTERS SENT. May 11, 1865-Nov. 3, 1884;
Nov. 1-16, 1889. 17 vols. 4 ft. 270
These letters and telegrams relate to or order the assignment, trans-

fer, leave, and discharge of officers. They informed the bureaus concerned of such changes in duty and reported them to the Fourth Auditor of the Treasury Department; furnished service records to outside inquirers; and provided general information to a variety of correspondents. Arranged chronologically. The volumes are indexed alphabetically by initial letter of officer's name. The registers of the Bureau's general correspondence described in entry 103 may be helpful as a guide to these letters.

PRESS COPIES OF LETTERS SENT. Dec. 5, 1887-Jan. 15, 1890. 2 vols.
2 in.

271

Mainly copies of letters, but including some copies of telegrams, that were signed by the Chief of the Bureau of Navigation and addressed to other bureaus of the Navy Department and to the general public. They relate to the movements of vessels, the whereabouts of officers, administrative matters, and other general subjects. Arranged chronologically. The volumes are indexed alphabetically by initial letter of name, naval unit or bureau, or other Government department. The registers of the Bureau's general correspondence described in entry 103 may be helpful as a guide to these letters.

LETTERS RECEIVED FROM REAR ADMIRALS, ADMIRALS, COMMODORES, CAPTAINS, AND COMMANDERS. May 13, 1865-Oct. 27, 1884; Jan. 1, 1885-Dec. 31, 1886. 52 vols. 13 ft.

272

Include letters, form letters, reports, copies of orders, and telegrams. Through 1869 there are two numbered volumes for each year; after that, one or more unnumbered volumes per year. This series illustrates the shifting of authority that occurred in the detailing of officers. From May 13, 1865-February 12, 1882, letters are addressed to the Bureau of Navigation and Office of Detail; from February 13, 1882-March 1, 1885, the received stamp of the Office of Detail alone appears; and from March 2-December 31, 1886, the correspondence is stamped with the stamp of the Detail Division, Secretary's Office. Arranged in general chronologically. The volumes are indexed alphabetically by initial letter of officer's name. For registers that serve as a guide to the subject matter of the letters, see entry 277.

LETTERS RECEIVED FROM OFFICERS COMMANDING FLEETS, NAVAL FORCES ON STATION, AND SQUADRONS ("SQUADRONS"). May 13, 1865-Dec. 20, 1872.
6 vols. 1 ft.

273

Include letters, despatches, telegrams, and reports, with such types of enclosures as lists of officers and copies of orders. Arranged by squadron and fleet and thereunder chronologically. The volumes are indexed by squadron or fleet. For registers, see entry 277.

LETTERS RECEIVED FROM COMMANDANTS OF NAVY YARDS AND STATIONS, THE NAVAL ACADEMY, AND THE NAVAL OBSERVATORY ("NAVY YARDS," "COMMANDANTS").
May 23, 1865-Nov. 30, 1869; Jan. 3, 1872-Dec. 31, 1873; Jan. 12, 1885-Dec. 31, 1886. 16 vols. 3 ft.

274

This series includes letters, form letters, telegrams, reports, lists

of officers and vessels, and acknowledgments of orders. One volume consists of letters from the commandants of the Naval Academy and the Naval Observatory. Letters in the 1885-86 group are addressed to the Secretary of the Navy and bear the received stamp of the Detail Division. Arranged by yard, station, or establishment and thereunder chronologically. The volumes are indexed by yard, station, or establishment and thereunder in general alphabetically by name of officer. For registers, see entry 277.

LETTERS RECEIVED FROM LIEUTENANT COMMANDERS AND OTHER OFFICERS ("OFFICERS LETTERS"). May 8, 1865-Dec. 31, 1886. 240 vols. 54 ft. 275

Include letters, form letters, telegrams, and cablegrams received from officers of the rank of lieutenant commander and below. Mainly they report arrival in the United States, change of address, receipt of or compliance with orders, and state of health if officer was recuperating; and request detailing, change of duty, leave, or discharge. The volumes are numbered through October 1866 and thereafter unnumbered. Arranged chronologically. The volumes are indexed alphabetically by initial letter of officer's name. For registers, see entry 277.

MISCELLANEOUS LETTERS RECEIVED CONCERNING ROUTINE PERSONNEL MATTERS ("MISCELLANEOUS LETTERS"). Mar. 20, 1865-Dec. 29, 1869; July 2, 1885-Dec. 31, 1886. 11 vols. 2 ft. 276

Letters and telegrams from both Government and non-Government sources, together with a few cablegrams and a variety of enclosures. The earlier volumes relate to more or less routine personnel matters such as pay, leave, reinstatement, discharges, whereabouts, and service records of men in or formerly in the naval service. The later volumes contain somewhat more varied inquiries, reflecting the expansion of personnel functions that had taken place. Arranged chronologically. The volumes are indexed by initial letter of name of correspondent. For registers, see entry 277.

REGISTERS OF LETTERS RECEIVED BY THE OFFICE OF DETAIL ("KEY TO LETTERS RECEIVED"). May 1865-Dec. 1890. 20 vols. 7 ft. 277

This series consists of 16 numbered volumes, 1865-87; volumes "B" and "C," 1888; an unnumbered volume, 1889; and another unnumbered volume, 1889-90, apparently begun by the Division of Officers and Fleet in 1889 when it succeeded the Office of Detail. Each volume has two sections: (1) an alphabetical section in which daily entries were made by name of correspondent; and (2) a section in which entries were made by squadron, flotilla, navy yard, bureau and special office of the Navy Department, or Government department and division thereof, and thereunder chronologically. The letters received that are registered in these volumes are described in entries 272-276 and 392. A preliminary register, apparently maintained in the Office of Detail, is described in entry 83 of the Checklist of the Naval Records Collection.

REPORT OF NAVAL CADETS ON SHIPS. Dec. 31, 1884-Dec. 31, 1890. 1 vol.
2 in.

278

This volume, apparently kept originally in the Office of the Secretary of the Navy, consists of forms entitled "Report of Naval Cadets attached to the U.S.S. _____, _____ Rate, _____ Station for quarter ending _____, 188____" that were signed by the commanding officer of the vessel. The form, submitted in conformity with Navy Regulation No. 37, furnished data to the Academic Board of the Naval Academy for use in forming an estimate of the aptitude of naval cadets for the naval service. Each form is stamped "Office of Detail," and contains the names of cadets and the ratings given them on performance of duty under various categories. The volume may be a part of the records of the Office of Detail only by inheritance from the Office of the Secretary. Arranged alphabetically by name of vessel and thereunder chronologically by quarter.

RECORDS OF THE BUREAU OF EQUIPMENT AND RECRUITING, 1856-1928

Among the bureaus created in the reorganization authorized by an act of Congress of July 5, 1862, was the Bureau of Equipment and Recruiting. From the former Bureau of Construction, Equipment, and Repair it took over certain duties relating to material, but it became mainly occupied with handling the enlisted personnel of the Navy. In addition to its supervision of the equipment of officers and recruiting officers, the Bureau in 1875 acquired the direction of the apprentice training system that was reestablished at that time.

When the Navy Department was reorganized in 1889 the Bureau of Navigation was assigned functions relating to personnel and the fleet. As a result, the handling of enlisted personnel, recruiting, and the apprentice system was transferred from the Bureau of Equipment and Recruiting to the Bureau of Navigation. In 1891 the name of the Bureau was changed to the Bureau of Equipment, and in 1910 it was discontinued although not formally abolished until June 30, 1914.

In conformity with the change in method of keeping correspondence that was made throughout the Navy Department in 1885, it is assumed that the Bureau changed from the use of bound volumes to the use of the folded file system. If so, letters received for the years 1886-89 have been lost, with the exception of a few 1889 letters included in the miscellaneous letters described in entry 351. It is believed that many of these missing letters have become a part of enlisted personnel jackets, compilation of which began in 1885. Correspondence of the Bureau of Equipment, 1899-1910, is a part of the records in Record Group 19, Records of the Bureau of Ships.

CORRESPONDENCE, 1862-92

Letters Sent, 1862-89

LETTERS SENT ("RECORD OF LETTERS SENT"). Mar. 2, 1885-Dec. 31, 1889.

14 vols. 3 ft.

279

Consist of fair and typewritten copies of letters and telegrams sent to all classes of correspondents, apparently continuing a number of the earlier series of letters sent that are described below. The letters relate mainly to the same subjects as these separate series except for letters dated after June 1889 when the Bureau of Equipment and Recruiting lost its personnel functions and became the Bureau of Equipment. The letters are arranged chronologically, several volumes labeled "A," "B," or "C," as the case might be, for 1 year. For separate indexes, see entries 352 and 356.

FAIR COPIES OF LETTERS SENT TO THE SECRETARY OF THE NAVY. Oct. 4, 1862-Mar. 1, 1870; Jan. 17, 1882-Dec. 28, 1883. 2 vols. 5 in.

280

Relate to appropriations estimates, annual reports, proposed legislation affecting the Navy Department, suggestions regarding policy and projected work of the Bureau, and other high-level administrative and policy matters that would normally be brought to the attention of the Secretary of the Navy. Arranged chronologically. Part of volume 1 is indexed chronologically. For registers, see entry 351. For press copies of letters sent to the Secretary, see entry 281.

PRESS COPIES OF LETTERS SENT TO THE SECRETARY OF THE NAVY. Oct. 4, 1862-Feb. 28, 1885. 5 vols. 7 in.

281

These duplicate the fair copies described in entry 280 and include, in addition, copies of letters that are missing from that series. Arranged chronologically. Volume 1 contains a chronological list of the letters; volumes 2 and 3 are not indexed; and volumes 4 and 5 are indexed alphabetically by name and subject. For registers, see entry 351.

FAIR COPIES OF LETTERS SENT TO THE FOURTH AUDITOR OF THE TREASURY DEPARTMENT. Jan. 3, 1865-Sept. 29, 1882; Jan. 3, 1882-Dec. 27, 1883. 3 vols. 8 in.

282

The Fourth Auditor headed a bureau in the Treasury Department handling Navy and Marine accounts and figured importantly in deciding pension and bounty claims of Navy men. Many of these letters concern the adjustment of accounts of Navy men, transmit accounts of paymasters, request information from records, or furnish information required by the Fourth Auditor, usually concerning naval service records. Arranged chronologically. For registers, see entry 351. For press copies of letters sent to the Fourth Auditor, see entry 283. A series containing letters received from the Fourth Auditor is described in entry 331.

PRESS COPIES OF LETTERS SENT TO THE FOURTH AUDITOR OF THE TREASURY DEPARTMENT. Jan. 3, 1865-Feb. 28, 1885. 11 vols. 1 ft.

283

These letters, including filled-in form letters, are duplicated in

part by the fair copies described in entry 282. Arranged chronologically. Volume 1 contains a list of the letters in the order of their arrangement; volumes 2-8 are not indexed; and volumes 9-11 are indexed in part alphabetically by name. For registers, see entry 351.

PRESS COPIES OF LETTERS SENT TO THE COMMISSIONER OF PENSIONS. Apr. 3, 1871-Feb. 27, 1885. 5 vols. 6 in. 284

Many of these are form letters transmitting "descriptive lists" of applicants for pensions, applications for pensions, histories of service, and legal documents in support of pension claims. The letters duplicate part of the fair copies described in entry 285. Arranged chronologically. The volumes are indexed alphabetically by name of applicant for pension. For registers, see entry 351.

FAIR COPIES OF LETTERS SENT TO THE COMMISSIONER OF PENSIONS. Jan. 8, 1882-Dec. 29, 1883. 1 vol. 2 in. 285

This unlabeled volume contains copies of letters that document steps in the procurement of pensions for Navy men who had made application. They are duplicated in part by the press copies of letters described in entry 284. Arranged chronologically. For registers, see entry 351.

FAIR COPIES OF LETTERS SENT TO THE SUPERINTENDENT OF THE NAVAL ACADEMY. Sept. 29, 1865-May 31, 1869. 1 vol. 2 in. 286

This volume, designated as "No. 1," contains copies of letters sent, together with some orders, that relate to the supply of certain stores and equipment under the jurisdiction of the Bureau of Equipment and Recruiting at this time, housekeeping and administrative matters, discharges and transfers of apprentices and enlisted men, and other personnel matters. Arranged chronologically. For registers, see entry 351. These letters are duplicated in part by the press copies described in entry 287.

PRESS COPIES OF LETTERS SENT TO THE SUPERINTENDENT OF THE NAVAL ACADEMY. Sept. 29, 1865-Dec. 31, 1883. 3 vols. 4 in. 287

This series, including copies of form letters and telegrams, relates mainly to the supply of certain stores and equipment under jurisdiction of the Bureau at this time; to personnel, particularly discharges and transfers of enlisted men and apprentices and the furnishing of men for assignment to such practice, training, and other Navy vessels as were under cognizance of the Academy; and to routine housekeeping matters. Arranged chronologically. For registers, see entry 351. For fair copies of letters sent to the Academy for part of this period, see entry 286.

LETTERS SENT TO MANUFACTURERS OF CHINA, GLASS, AND PLATED WARE ("C. G. & P. WARE"). June 16, 1869-Dec. 26, 1882. 4 vols. 5 in. 288

Press copies of letters, including form letters, and telegrams from the Chief of the Bureau to manufacturers and dealers in china, glass,

and plated ware. Most of the letters relate to the ordering of and payment for such articles, which were furnished usually to commanders of naval vessels; some also transmit badges for engraving. Arranged chronologically. For registers, see entry 351.

FAIR COPIES OF MISCELLANEOUS LETTERS SENT. Sept. 3, 1862-Oct. 10, 1870; Jan. 3, 1882-Oct. 25, 1883. 6 vols. 1 ft. 289

These letters, sent by the Bureau to persons outside the Government, were for the most part in answer to inquiries about Navy enlisted men though some letters pertaining to other matters are included. This is correspondence that is not readily assignable to any other series. Arranged chronologically. Four of the volumes are indexed alphabetically by name of addressee. For registers, see entry 351. These letters are duplicated, insofar as dates coincide, by the press copies described in entry 290.

PRESS COPIES OF MISCELLANEOUS LETTERS SENT. Sept. 3, 1862-Feb. 28, 1885. 82 vols. 9 ft. 290

These letters duplicate, insofar as dates coincide, the fair copies described in entry 289. Arranged chronologically. Most of the volumes are indexed alphabetically by name of person or business firm, by official title or office held, or by subject. For registers, see entry 351.

Letters Sent to Commanders of Squadrons and Naval Forces, 1865-83

FAIR COPIES OF LETTERS SENT TO COMMANDERS OF SQUADRONS AND NAVAL FORCES ON STATION ("COMMANDERS OF SQUADRONS"). Jan. 10, 1865-June 24, 1871; Jan. 3, 1882-Dec. 27, 1883. 2 vols. 5 in. 291

Relate to enlisted personnel and to the supplying of vessels with such equipment and stores as were under the Bureau's cognizance. The letters relating to enlisted personnel include general instructions and circulars and concern transfers, discharges, enlistments, details, the submission and correction of personnel and service records, and bounty payments (to June 30, 1865). Many of the letters relating to supplies concern the coaling and equipment of ships and the furnishing of them with supplies and stores; a few relate to Bureau contracts for supplies and stores. The earlier volume is arranged by squadron or station and thereunder chronologically; the later volume is arranged chronologically. The earlier volume is indexed in part alphabetically by name. For registers, see entry 351. The press copies of letters sent (described in entries 292-299 and 329) are similar in subject matter, are for the same general period, and in some cases duplicate the fair copies in this series.

PRESS COPIES OF LETTERS SENT TO COMMANDERS OF SQUADRONS AND NAVAL FORCES ON STATION ("SQUADRONS"). Jan. 7-Dec. 11, 1873; Jan. 3, 1881-Dec. 27, 1883. 3 vols. 4 in. 292

Copies of letters that are similar in subject matter to the fair

copies described in entry 291 and, where dates coincide, are duplicates of them. In the earliest volume the letters are arranged by squadron and thereunder chronologically; in the two succeeding volumes the letters are arranged chronologically. The earliest volume has an index preceding the letters sent to each-squadron. For registers, see entry 351. For other press copies of letters sent to squadrons and naval forces on station, see entries 293-299 and entry 329.

LETTERS SENT TO THE COMMANDER OF THE NAVAL FORCE ON ASIATIC STATION.

Aug. 11, 1865-Nov. 17, 1881. 1 vol. 1 in. 293

These press copies are for the same general period and are similar in subject matter to the fair copies described in entries 291 and 292. Arranged chronologically. For registers, see entry 351.

LETTERS SENT TO THE COMMANDER OF THE NORTH ATLANTIC SQUADRON. Jan. 10, 1865-Dec. 10, 1881. 3 vols. 4 in. 294

Press copies of letters addressed to the Commander of the North Atlantic Squadron and the North Atlantic Fleet and to the Commander in Chief, U. S. Naval Force on North Atlantic Station. Arranged chronologically. For registers, see entry 351. These letters are for the same general period and are similar in subject matter to those described in entries 291 and 292.

LETTERS SENT TO THE COMMANDER OF THE NAVAL FORCE ON NORTH PACIFIC STATION. Feb. 9, 1874-Dec. 1, 1881. 1 vol. 1 in. 295

These press copies of letters are for the same general period and are similar in subject matter to those described in entries 291 and 292. Arranged chronologically. For registers, see entry 351.

LETTERS SENT TO COMMANDERS OF SQUADRONS AND OTHER UNITS IN SOUTH ATLANTIC WATERS ("S. ATLANTIC STATION"). July 18, 1875-Nov. 1, 1881. 1 vol. 1 in. 296

These press copies of letters are for the same general period and are similar in subject matter to those described in entries 291 and 292. Arranged chronologically. For registers, see entry 351.

LETTERS SENT TO THE COMMANDER OF THE NAVAL FORCE ON SOUTH PACIFIC STATION. Feb. 19, 1874-Feb. 9, 1878. 1 vol. 1 in. 297

These press copies of letters are for the same general period and are similar in subject matter to those described in entries 291 and 292. Arranged chronologically. For registers, see entry 351.

LETTERS SENT TO THE COMMANDER OF THE WEST GULF SQUADRON. Jan. 3, 1865-May 8, 1867. 1 vol. 1 in. 298

Press copies of letters addressed to the West Gulf Squadron, later known as the Gulf Squadron, that are for the same general period and are similar in subject matter to the records described in entries 291 and 292. Arranged chronologically. The volume contains a chronological list of the letters. For registers, see entry 351.

LETTERS SENT TO THE COMMANDERS OF SQUADRONS AND OTHER UNITS IN EUROPEAN WATERS. June 15, 1866-Nov. 18, 1881. 1 vol. 1 in. 299

Press copies of letters for the same general period and similar in subject matter to those described in entries 291 and 292. Arranged chronologically. For registers, see entry 351.

Letters Sent to Commandants of Navy Yards and Stations, 1862-85

FAIR COPIES OF LETTERS SENT TO COMMANDANTS OF NAVY YARDS AND STATIONS.

Oct. 6, 1862-Dec. 30, 1865. 2 vols. 5 in. 300

These letters relate to enlisted personnel matters and to the furnishing of such equipment and supplies as were under cognizance of the Bureau at the time. In the volumes are sections for letters sent to each of the following yards: Portsmouth, Boston, New York, Philadelphia, Baltimore, Washington, Norfolk, Mare Island, and Pensacola. Arranged by yard and thereunder chronologically. For registers, see entry 351.

PRESS COPIES OF LETTERS SENT TO COMMANDANTS OF NAVY YARDS AND STATIONS

("COMMANDANTS"). Oct. 6, 1862-Aug. 31, 1864. 5 vols. 8 in. 301

These letters are for the same general period and are similar in subject matter to those described in entry 300. Arranged chronologically. The earliest volume is indexed chronologically; the other volumes are indexed by yard and station, thereunder chronologically. For registers, see entry 351.

PRESS COPIES OF LETTERS SENT TO THE COMMANDANT OF THE NAVAL STATION AT

BALTIMORE. Sept. 1, 1864-Nov. 27, 1865. 1 vol. 1 in. 302

Relate to personnel actions such as transfers and discharges; recruiting, training, and similar matters affecting enlisted personnel; pay and service record matters; coaling and supply; equipment of vessels; and routine approvals and disapprovals. Arranged chronologically. For registers, see entry 351.

PRESS COPIES OF LETTERS SENT TO THE COMMANDANT OF THE BOSTON NAVY YARD.

Sept. 1, 1864-Feb. 28, 1885. 16 vols. 2 ft. 303

Copies of letters, including filled-in form letters and telegrams, similar in subject matter to and in some cases duplicated by the fair copies described in entry 304. Arranged chronologically. A few volumes are indexed either chronologically or alphabetically by name or subject. For registers, see entry 351.

FAIR COPIES OF LETTERS SENT TO THE COMMANDANT OF THE BOSTON NAVY YARD.

Jan. 2, 1866-Dec. 31, 1883. 4 vols. 11 in. 304

Relate to the supplying of ships with various articles through the equipment officer at the yard, to recruiting, to the maintaining of enlistees' records, and to the training of apprentices and regular seamen. The series also includes orders to and concerning enlisted men and letters concerning routine administration. Arranged chronologically. For

registers, see entry 351. Press copies of letters sent to the Commandant of the Boston Navy Yard are described in entry 303.

PRESS COPIES OF LETTERS SENT TO THE COMMANDANT OF THE MARE ISLAND NAVY YARD. Sept. 26, 1864-Feb. 28, 1885. 7 vols. 9 in. 305

These copies, including form letters and telegrams, duplicate part of the fair copies described in entry 306. Arranged chronologically. Of these numbered volumes only Volume 6 is indexed, alphabetically by name of person, vessel, or subject. For registers, see entry 351.

FAIR COPIES OF LETTERS SENT TO THE COMMANDANT OF THE MARE ISLAND NAVY YARD. Jan. 20, 1866-June 2, 1871; Jan. 3, 1882-Dec. 26, 1883. 2 vols. 5 in. 306

Relate to the supplying of ships with various articles through the equipment officer at the yard, to recruiting, to maintaining enlistees' service records, to personnel matters involving enlisted men (such as transfers and discharges), and to the training of apprentices and regular seamen. The series also includes orders to and concerning enlisted men and letters of routine acknowledgment and approval. Arranged chronologically. For registers, see entry 351. Press copies that duplicate some of these letters are described in entry 305.

FAIR COPIES OF LETTERS SENT TO THE COMMANDANT OF THE NAVAL STATION AT MOUND CITY, ILL. Jan. 3, 1865-July 5, 1871. 1 vol. 2 in. 307

Relate to personnel matters involving enlisted men (such as transfers and discharges), to recruiting, to maintaining and correcting service records, to the training of apprentices and regular seamen; and to the supplying of ships with various articles through equipment officers at the yards. The series also includes orders to and about enlisted men and letters of routine acknowledgment and approval. Arranged chronologically. For registers, see entry 351. For press copies of letters sent to this station, see entry 308.

PRESS COPIES OF LETTERS SENT TO THE COMMANDANT OF THE NAVAL STATION AT MOUND CITY, ILL. Jan. 3, 1865-May 19, 1873. 1 vol. 1 in. 308

Copies of letters and telegrams sent by the Chief of the Bureau. They duplicate part of the fair copies described in entry 307. Arranged chronologically. For registers, see entry 351.

PRESS COPIES OF LETTERS SENT TO THE COMMANDANT OF THE NAVAL STATION AT NEW LONDON, CONN. Jan. 2, 1880-Dec. 12, 1883. 1 vol. 1 in. 309

These copies of letters, telegrams, and form letters from the Chief of the Bureau duplicate part of the fair copies described in entry 310. Arranged chronologically. For registers, see entry 351.

FAIR COPIES OF LETTERS SENT TO THE COMMANDANT OF THE NAVAL STATION AT NEW LONDON, CONN. Feb. 23, 1882-Dec. 12, 1883. 1 vol. 3 in. 310
The records in this series are similar to those described in entry

307. Arranged chronologically. For registers, see entry 351. For press copies of letters sent to this station, see entry 309.

PRESS COPIES OF LETTERS SENT TO THE COMMANDANT OF THE NEW YORK NAVY YARD. Sept. 1, 1864-Feb. 26, 1885. 21 vols. 2 ft. 311

Copies of letters, telegrams, and form letters sent by the Chief of the Bureau. They duplicate part of the fair copies described in entry 312. Arranged chronologically. Only volumes 20 and 21 are indexed, alphabetically by name of bureau, vessel, yard, or subject. For registers, see entry 351.

FAIR COPIES OF LETTERS SENT TO THE COMMANDANT OF THE NEW YORK NAVY YARD. Jan. 2, 1866-Sept. 4, 1871; Jan. 3, 1882-Dec. 31, 1883. 3 vols. 312

8 in.

The records in this series are similar to those described in entry 306. Arranged chronologically. For registers, see entry 351. Press copies of letters sent to this yard are described in entry 311.

PRESS COPIES OF LETTERS SENT TO THE COMMANDANT OF THE NORFOLK NAVY YARD. Sept. 1, 1864-Feb. 26, 1885. 12 vols. 1 ft. 313

Copies of letters, telegrams, and form letters sent by the Chief of the Bureau. They duplicate part of the fair copies described in entry 314. Arranged chronologically. Volumes 11 and 12 are indexed alphabetically by name or subject. For registers, see entry 351.

FAIR COPIES OF LETTERS SENT TO THE COMMANDANT OF THE NORFOLK NAVY YARD. Jan. 2, 1866-Dec. 31, 1883. 3 vols. 7 in. 314

The records in this series are similar to those described in entry 306. Arranged chronologically. For registers, see entry 351. For press copies of letters sent to this yard, see entry 313.

PRESS COPIES OF LETTERS SENT TO THE COMMANDANT OF THE PENSACOLA NAVY YARD. Sept. 13, 1864-Feb. 1, 1885. 2 vols. 3 in. 315

Copies of letters, telegrams, and form letters sent by the Chief of the Bureau. They duplicate part of the fair copies described in entry 316. Arranged chronologically. For registers, see entry 351.

FAIR COPIES OF LETTERS SENT TO THE COMMANDANT OF THE PENSACOLA NAVY YARD. Jan. 2, 1866-Jan. 28, 1884. 1 vol. 2 in. 316

The records in this series are similar to those described in entry 306. Arranged chronologically. For registers, see entry 351. For press copies of letters sent to this station, see entry 315.

PRESS COPIES OF LETTERS SENT TO THE COMMANDANT OF THE PHILADELPHIA NAVY YARD. Sept. 2, 1864-Feb. 14, 1885. 15 vols. 2 ft. 317

Some of these volumes are labeled "Philadelphia," some "League Island," and a few are unlabeled. In 1875 the Philadelphia Navy Yard was moved from its original site in southeast Philadelphia to its present League

Island site, which had been acquired and developed during the 4 preceding years. One volume, for the period January 6, 1871-October 10, 1873, contains some copies of letters addressed to the Commandant of the Naval Station on League Island. The letters are similar in content to those described in entry 306. The volumes are arranged chronologically, with some overlapping and duplication of periods covered. Volumes 12 and 13 of the 13 numbered volumes are indexed alphabetically by name or subject. For registers, see entry 351.

PRESS COPIES OF LETTERS SENT TO THE COMMANDANT OF THE NAVY YARD AT PORTSMOUTH, N. H. Sept. 5, 1864-Feb. 26, 1885. 8 vols. 10 in.

These copies of letters and telegrams, including form letters, sent by the Chief of the Bureau duplicate part of the fair copies described in entry 319. Arranged chronologically. Volumes 7 and 8 are indexed alphabetically by name or subject. For registers, see entry 351. 318

FAIR COPIES OF LETTERS SENT TO THE COMMANDANT OF THE NAVY YARD AT PORTSMOUTH, N. H. Jan. 2, 1866-July 13, 1871; Jan. 4, 1882-Dec. 31, 1883. 2 vols. 4 in. 319

The records in this series are similar to those described in entry 306. Arranged chronologically. For registers, see entry 351. For press copies of letters sent to this yard, see entry 318.

PRESS COPIES OF LETTERS SENT TO THE COMMANDANT OF THE NAVY YARD AT WASHINGTON, D. C. Sept. 2, 1864-Feb. 28, 1885. 19 vols. 2 ft.

Copies of letters and telegrams, including form letters, sent by the Chief of the Bureau. They duplicate part of the fair copies described in entry 321. Arranged chronologically. Volumes 18 and 19 are indexed alphabetically by name or subject. For registers, see entry 351. 320

FAIR COPIES OF LETTERS SENT TO THE COMMANDANT OF THE NAVY YARD AT WASHINGTON, D. C. Jan. 2, 1866-Mar. 25, 1870; Jan. 3, 1882-Dec. 31, 1883. 2 vols. 5 in. 321

The records in this series are similar to those described in entry 306. Arranged chronologically. For registers, see entry 351. For press copies of letters sent to this yard, see entry 320.

Letters Sent to Other Officers, 1862-85

FAIR COPIES OF LETTERS SENT TO OFFICERS. Oct. 6, 1862-May 12, 1876; Jan. 2, 1882-Dec. 31, 1883. 12 vols. 2 ft. 322

Copies of letters and orders sent to officers commanding navy yards, stations, fleets, squadrons, flotillas, rendezvous, and vessels (including apprentice-training and receiving ships), and to recruiting officers and a few others of lower rank, such as paymasters. The correspondence relates mainly to enlisted personnel matters such as recruiting, keeping

records on enlisted men, awarding medals and badges, and apprentice training. There are also letters relating to the supplying of ships with articles under cognizance of the Bureau's equipment officers stationed at navy yards and to such operating and housekeeping activities as approval of requisitions and vouchers, submission of reports, correction of existent service records, furnishing of blank forms, and soliciting information. Arranged chronologically. Most of the volumes are indexed in general alphabetically. For registers, see entry 351. For press and typewritten copies of letters sent to officers, see entry 323.

PRESS AND TYPEWRITTEN COPIES OF LETTERS SENT TO OFFICERS. Jan. 2, 1863-Feb. 28, 1885. 79 vols. 9 ft. 323

This series consists of 78 volumes of press copies and 1 volume of typewritten copies of letters sent, including filled-in form letters in the presscopy volumes. These letters, insofar as the dates coincide, are duplicated by the fair copies described in entry 322. Arranged chronologically. For registers, see entry 351. Most of the volumes are indexed alphabetically by name of officer; some of the later volumes are indexed alphabetically by name of vessel, bureau, or other entry in addition to the name.

LETTERS SENT TO NAVY AGENTS AND PAY OFFICERS. Nov. 6, 1862-Dec. 30, 1873; Jan. 3, 1882-Dec. 27, 1884. 9 vols. 1 ft. 324

This series consists of six numbered volumes labeled "Navy Agents" and three unnumbered and unlabeled volumes of letters to pay officers, all press copies. Navy agents and pay officers such as paymasters, pay inspectors, and pay directors were located at yards and other naval establishments. The letters relate to approvals and disapprovals of requisitions for stores, fuel, supplies, travel, contingent expenses and, within the limit of the function as performed by this Bureau, the equipment of vessels. Arranged chronologically. One volume labeled "Navy Agents" is indexed alphabetically by place agent was located; another volume is indexed alphabetically by name of person or vessel. For registers, see entry 351. For other press copies of letters sent to pay officers, see entries 326 and 327.

LETTERS SENT CONCERNING RECRUITING. Nov. 10, 1862-July 5, 1865. 4 vols. 5 in. 325

Press copies of letters sent by the Bureau to officers in charge of recruiting, to men seeking enlistment or reenlistment, and to persons requesting an enlisted man's whereabouts or other information from his records. Arranged chronologically. The volumes are indexed alphabetically by name of addressee. For registers, see entry 351. After July 5, 1865, recruiting letters were copied with miscellaneous letters sent (see entry 289 for fair copies and entry 290 for press copies).

LETTERS SENT TO NAVAL STOREKEEPERS. Jan. 5, 1866-Aug. 6, 1867. 1 vol.
2 in. 326

Press copies of letters sent mainly to storekeepers who were located at navy yards and stations, but in a few instances to Navy paymasters in foreign waters. Apparently these paymasters also served as storekeepers. The correspondence for the most part concerns the approval or return for correction of stores returns, invoices and vouchers, and stores inventories. Arranged chronologically. The volume is indexed in part alphabetically by name of storekeeper. For registers, see entry 351.

LETTERS SENT TO PAY OFFICERS AT NAVY YARDS. Apr. 2, 1866-Dec. 30, 1881.
38 vols. 4 ft. 327

These volumes are labeled "Purchasing Agent" or "Paymaster" and contain copies of letters and form letters (mainly approvals of requisitions) sent by the Chief of the Bureau. The letters relate to routine pay matters such as acknowledging receipt of reports, forwarding bills, and approving or directing the making of purchases. There are subseries for navy yards located at Baltimore, Boston, New York, Norfolk, Philadelphia, Portsmouth (N. H.), San Francisco, and Washington (D. C.). Within these subseries the letters are arranged chronologically. For earlier and later copies of letters sent to pay officers, see entry 324. For registers, see entry 351.

LETTERS SENT TO OFFICERS COMMANDING NAVAL VESSELS. May 12, 1876-Mar. 7, 1877. 1 vol. 2 in. 328

Fair copies of letters and orders relating to such routine matters as enlistment, training and assignment of enlisted personnel, supply and outfitting of naval vessels, pay, complements of ships, personnel actions, service records, supplies, and acknowledgments and approvals. Arranged chronologically. For registers, see entry 351.

LETTERS SENT TO THE TRAINING SQUADRONS AND THE TRAINING STATION AT NEWPORT, R. I. ("TRAINING SQUADRON"). May 21, 1881-Feb. 28, 1885.
3 vols. 4 in. 329

Press copies of letters and telegrams sent by the Chief of the Bureau to Capt. (later Commodore) S. B. Luce, commanding successively the Apprentice Training Squadron, the Training Squadron, and the Training Station at Newport. They relate to such matters as recruiting, training, assignment, transfer, and allowances of apprentices on naval vessels. The series also includes form letters approving requisitions for supplies, furniture, and stores. Arranged chronologically. Volumes 2 and 3 are indexed alphabetically by name of man, vessel, or subject. For registers, see entry 351. A corresponding series of letters received is described in entry 347.

Letters Received, 1862-92

LETTERS RECEIVED FROM THE SECRETARY OF THE NAVY. 1862-85. 5 vols.
11 in. 330

Letters, memorandums, endorsements, and form letters received by the

Bureau, many of them embodying orders to the Chief of the Bureau. They relate to Bureau functions, policy matters, and general administration; rules, regulations, and procedures; appropriations and expenditures of funds; legislation; matters affecting or requiring joint action of all bureaus of the Navy Department; and requests for reports and information. Arranged chronologically. Volume 4 is indexed alphabetically by name of person, vessel, yard, or subject. For registers, see entry 351.

LETTERS RECEIVED FROM THE FOURTH AUDITOR AND THE SECOND COMPTROLLER OF THE TREASURY DEPARTMENT. Aug. 2, 1865-Dec. 29, 1886. 17 vols. 4 ft. 331

Relate to such matters as transfers of men's accounts from one naval vessel to another; furnishing or requesting record-of-service information; and return of applications for claims and pensions. Arranged chronologically. Volumes 12-14 contain indexes arranged alphabetically by name of person about whom the letter was written. For registers, see entry 351. Fair copies of letters sent to the Fourth Auditor are described in entry 282.

LETTERS RECEIVED FROM THE FOURTH AUDITOR OF THE TREASURY DEPARTMENT CONCERNING BOUNTY PAYMENTS FOR SERVICE IN THE CIVIL WAR ("FOURTH AUDITOR BOUNTY"). Jan. 3-June 29, 1867. 1 vol. 3 in. 332

Mainly requests for information upon which bounty claims might be either granted or refused. Arranged chronologically. For registers, see entry 351.

LETTERS RECEIVED FROM THE COMMISSIONER OF PENSIONS. Dec. 26, 1882-Feb. 19, 1885. 2 vols. 3 in. 333

Letters, form letters, and endorsements requesting "descriptive lists" of Navy men applying for pensions. The first volume is indexed alphabetically by name of man about whom the inquiry was made. For registers, see entry 351.

LETTERS RECEIVED FROM OFFICERS. Sept. 22, 1862-Feb. 28, 1885. 194 vols. 39 ft. 334

Letters, endorsements, and telegrams received, mainly from officers commanding vessels, stations, and such shore establishments as the Naval Academy and the Naval Asylum, and from officers of lesser rank making routine reports and returns, as, for example, paymasters. In general the letters relate to two main functions of the Bureau, namely, certain matters of equipment and supply and almost all matters concerning enlisted personnel. Arranged chronologically. A few of the later volumes contain an "Index to officers letters" in which letters are listed and briefed by vessel, shore establishment, name, or subject and thereunder chronologically. For registers, see entry 351.

LETTERS RECEIVED FROM COMMANDANTS OF NAVY YARDS. Nov. 1, 1862-Apr. 30, 1872. 70 vols. 15 ft. 335

Letters received, including form letters and telegrams, that relate

to the supplying of certain equipment and stores to vessels through equipment officers at the yards and to recruiting and other enlisted personnel matters. Much of the series is concerned with routine pay, reporting, administration, and housekeeping activities. Arranged chronologically. For registers, see entry 351. For later correspondence on similar subjects, arranged in series by navy yard and station, see entries 336-347.

LETTERS RECEIVED FROM THE COMMANDANT OF THE BOSTON NAVY YARD. May 2, 1872-Feb. 25, 1885. 17 vols. 4 ft. 336

These letters continue in part the series described in entry 335. Arranged chronologically. Volumes 14-16 are indexed alphabetically by name of person, vessel, or subject. For registers, see entry 351.

LETTERS RECEIVED FROM THE COMMANDANT OF THE PHILADELPHIA NAVY YARD. May 2, 1872-Feb. 26, 1885. 10 vols. 2 ft. 337

These letters continue in part the series described in entry 335. Arranged chronologically. Volumes 9-11 are indexed alphabetically by name of person, vessel, or subject. For registers, see entry 351.

LETTERS RECEIVED FROM THE COMMANDANT OF THE MARE ISLAND NAVY YARD. Apr. 24, 1872-Feb. 18, 1885. 8 vols. 2 ft. 338

These letters continue in part the series described in entry 335. Arranged chronologically. Volumes 6 and 7 are indexed alphabetically by name of person, vessel, or subject. For registers, see entry 351.

LETTERS RECEIVED FROM THE COMMANDANT OF THE NAVAL STATION AT MOUND CITY, ILL. Aug. 8, 1872-July 12, 1873. 1 vol. 3 in. 339

These letters continue in part the series described in entry 335. Arranged chronologically. For registers, see entry 351.

LETTERS RECEIVED FROM THE COMMANDANT OF THE NAVAL STATION AT NEW LONDON, CONN. Aug. 31, 1872-Dec. 20, 1883. 1 vol. 2 in. 340

These letters continue in part the series described in entry 335. Arranged chronologically. For registers, see entry 351.

LETTERS RECEIVED FROM THE COMMANDANT OF THE NEW YORK NAVY YARD. Apr. 30, 1872-Feb. 12, 1885. 9 vols. 2 ft. 341

These letters continue in part the series described in entry 335. Arranged chronologically. Volumes 7 and 8 are indexed alphabetically by name of person, vessel, or subject. For registers, see entry 351.

LETTERS RECEIVED FROM THE COMMANDANT OF THE NORFOLK NAVY YARD. Apr. 29, 1872-Feb. 26, 1885. 6 vols. 1 ft. 342

These letters continue in part the series described in entry 335. Arranged chronologically. Volume 5 is indexed alphabetically by name of person, vessel, or subject. For appropriate registers, see entry 351.

LETTERS RECEIVED FROM THE COMMANDANT OF THE PENSACOLA NAVY YARD.

May 2, 1872-Feb. 13, 1885. 3 vols. 6 in.

343

These letters continue in part the series described in entry 335.
Arranged chronologically. For registers, see entry 351.

LETTERS RECEIVED FROM THE COMMANDANT OF THE PHILADELPHIA NAVY YARD.

May 1, 1872-Nov. 24, 1875. 3 vols. 8 in.

344

These letters continue in part the series described in entry 335.
Arranged chronologically. For registers, see entry 351.

LETTERS RECEIVED FROM THE COMMANDANT OF THE NAVY YARD AT PORTSMOUTH,

N. H. Apr. 30, 1872-Feb. 25, 1885. 6 vols. 1 ft.

345

These letters continue in part the series described in entry 335.
Arranged chronologically. Volume 5 is indexed alphabetically by name of person, vessel, or subject. For registers, see entry 351.

LETTERS RECEIVED FROM THE COMMANDANT OF THE NAVY YARD AT WASHINGTON,

D. C. May 1, 1872-Feb. 25, 1885. 16 vols. 4 ft.

346

These letters continue in part the series described in entry 335.
Arranged chronologically. Volumes 13-15 are indexed alphabetically by name of person, vessel, or subject. For registers, see entry 351.

LETTERS RECEIVED FROM THE COMMANDING OFFICER OF THE TRAINING SQUADRONS

AND THE TRAINING STATION AT NEWPORT, R. I. May 24, 1881-Feb. 26, 1885. 3 vols. 8 in.

347

Letters and telegrams received that concern such matters as the recruiting, training, assignment, transfer, and allowance of apprentices and other trainees; and housekeeping activities and routine reporting. Arranged chronologically. Volume 1 is indexed alphabetically by name of man, apprentice, vessel, or subject. For copies of letters sent to the squadron for the same period, see entry 329. For registers, see entry 351.

LETTERS RECEIVED FROM NAVY AGENTS AND PAY OFFICERS ("PAYMASTERS").

Nov. 4, 1862-Dec. 26, 1884. 11 vols. 3 ft.

348

Mainly letters and regular returns, accounts, statements, and reports made by Navy pay agents and pay officers, including bills, vouchers, exhibits, requisitions, contracts, certificates of deposit, monthly returns, and schedules of bids. A few telegrams are included. Arranged chronologically. For registers, see entry 351. Copies of letters sent to Navy agents and pay officers are described in entry 324.

LETTERS RECEIVED BY THE COMMANDING OFFICER OF THE NAVAL RENDEZVOUS AT

NEW YORK. Aug. 18, 1863-Apr. 20, 1865. 1 vol. 3 in.

349

Letters received, including some fair copies and copies of printed orders. Most of the letters are from the Chief of the Bureau of Equipment and Recruiting, and from the Commandant of the New York Navy Yard. Letters from the Bureau relate mainly to such enlistment matters as re-

ports and lists of men, correction of names in shipping articles, and improper enlistments; those from the Commandant of the New York Navy Yard are mainly in the form of orders. Arranged chronologically.

MISCELLANEOUS LETTERS RECEIVED. Oct. 6, 1862-Feb. 7, 1885; Oct. 19, 1889-Jan. 29, 1892. 298 vols. 56 ft. 350

Some of the letters are in stub binders and some in permanently bound volumes, numbered, but with two volumes for each of the following: 270, 283, 284, 286, and 290. The series includes letters from other Government agencies and the public that are not readily assignable to other series. Arranged chronologically. A few volumes are indexed alphabetically by name of person and firm. Registers for the 1862-85 period are described in entry 351; for the 1885-90 period, in entry 353.

Indexes and Registers, 1862-90

REGISTERS OF LETTERS RECEIVED AND SENT. Sept. 1862-Dec. 1885. 27 vols. 7 ft. 351

In these volumes the record of letters received is entered on the left-hand page and the record of letters sent, on the right-hand page. Opposite entries are not usually related. In early volumes only the dates and briefs of letters are given; in later volumes letter numbers are given, thus enabling the register to serve for series of letters received and both fair and press copies of letters sent by the Bureau. References to specific series and to volumes and page numbers are omitted. The volumes are divided into tabbed sections with such headings as follows: Secretary; Commandants (followed by tabbed section for each yard or station); Beaufort; Training Squadron; Public Printer; 4th Auditor; Commissioner of Pensions; Squadrons; Paymasters; Coast Survey; Stationery; C. G. & P. Ware (China, Glass and Plated Ware); Publishers; Officers; Miscellaneous; and Appendix. Arranged by year or group of years, thereunder by subject, and thereunder chronologically. References to these registers have been made in the descriptions of individual series of letters received and copies of letters sent. For registers and indexes to later correspondence received, see entries 353 and 354; for an index to letters sent, 1885-90, see entry 352.

INDEX TO LETTERS SENT. 1885-90. 6 vols. 2 ft. 352

This is an index by name of correspondent or ship or by subject, arranged alphabetically by the first two letters, as "Ba" and "Be." Opposite each name is a brief of the letter, together with a number and letter, as "233C," designating page 233 of volume C of the correspondence described in entry 279. Letters for the year 1890 are indexed, although the letters themselves are missing. Registers that serve as an index to letters sent, 1862-85, are described in entry 351.

RECORD OF LETTERS RECEIVED. Jan. 1885-Oct. 1890. 11 vols. 3 ft. 353

These volumes continue, in part, those described in entry 351. The same general arrangement is maintained in that information on letters

received is given on the left-hand page and information on letters sent and action taken, on the right-hand page. The entries are arranged chronologically in these volumes and each letter received has a number. The numbering was begun again each year so that the entries are arranged both chronologically and numerically. An alphabetical index supplementing this series is described in entry 354.

INDEX TO LETTERS RECEIVED. 1885-90. 6 vols. 2 ft. 354

In these volumes, one to a year, letters are entered alphabetically by the initial two letters of name of person, firm, vessel, or subject. Each entry consists of the name or subject, followed by a letter number and a brief of the contents. Since page and series references are not given, letters must be located with the help of the letter number. More complete information on the letters received and action taken thereon may be had by referring to the numerically arranged series described in entry 353. For an index to letters sent by this Bureau for the same period, see entry 352.

REGISTER TO LETTERS RECEIVED AND SENT RELATING TO EQUIPMENT AND COMPLEMENTS OF VESSELS. Jan. 1884-Mar. 1885. 1 vol. 3 in. 355

In this volume the entries for letters received are on the left-hand pages and for letters sent, on the right-hand pages. The letter numbers, dates, and subjects are shown. Opposite entries appear to be unrelated. Arranged alphabetically by name of ship and thereunder chronologically.

INDEX TO CORRESPONDENCE CONCERNING ENLISTED MEN AND APPRENTICES. 1887-89. 1 vol. 3 in. 356

This volume contains two sections; the first section is arranged alphabetically by subject, and the second, alphabetically by name of enlisted man or apprentice. The entries contain references to numbers of the letters sent that are described in entry 279 and to numbers of the letters received that have not been identified.

Reports of Conduct and Shipping Articles, 1857-1910

QUARTERLY REPORTS OF CONDUCT OF ENLISTED MEN AND BOYS ("CONDUCT BOOK," "PROGRESS OF BOYS"). Apr. 1875-June 1889. 82 vols. 11 ft. 357

These volumes contain the following types of conduct reports:

(1) "Conduct Report of the Crew of the U.S.S. _____, for the Quarter ending _____ day of _____, 18____," which shows the man's name, rating, age, occupation, usual place of residence, previous naval service, scores for professional qualifications, conduct, leaves of absence, liberty, and punishments; and (2) "Report of Progress, Aptitude, Conduct, &c., of Apprentices on Board the U.S.S. _____ for the Quarter Ending _____, 18____," which shows the apprentice's name, rating, date and place of enlistment, date of expiration of enlistment, date he was received on board, class, scores made in apprentice subjects, number of times he was reported for misconduct, punishments inflicted, and remarks. Arranged alphabeti-

cally by name of ship, thereunder chronologically, and thereunder in general alphabetically by name of man or boy. For another series of conduct reports combined with duplicate shipping articles, see entry 358.

REPORTS OF CONDUCT OF ENLISTED MEN AND DUPLICATES OF COMPOSITE SHIPPING ARTICLES ("CONDUCT BOOK," "CONDUCT BOOK AND DUPLICATE SHIPPING ARTICLES"). 1867-1910. 989 vols. 83 ft. 358

The conduct reports and the duplicate shipping articles, which begin about August 1896, are bound together to form one series. There are two types of conduct records: (1) conduct records of individuals, and (2) summary conduct records. Conduct records of individuals are on printed forms, submitted quarterly, each showing the man's name and rating, date and place of enlistment, term of enlistment, previous naval service, certificates of honorable discharge and continuous service, good conduct badges, marital status, personal description, place or vessel from which received, and date received. Summary conduct records, which were also submitted quarterly, show name of man, professional qualifications (proficiency, seamanship, gunnery), conduct (industry, obedience, cleanliness), average standing calculated on an 0-5 numerical scale, state of health, offenses, punishments, state of accounts, and other data. The composite shipping articles are printed forms and constitute a contract between the commanding officer of the ship and the men enlisted. They contain enlistment, vital, medical, and other information described in greater detail in entries 359 and 360. Arranged alphabetically by name of ship and thereunder chronologically. Conduct records are indexed alphabetically by name of ship and thereunder chronologically; shipping articles are not indexed. For another series of conduct reports, 1875-89, see entry 357.

COMPOSITE SHIPPING ARTICLES OF ENLISTED MEN ON NAVAL VESSELS. Jan. 1857-Dec. 1884. 71 vols. 6 ft. 359

Printed forms, each of which constitutes a contract between the commanding officer of the ship and the men listed on the form. On the form are shown the name of the commanding officer, name and rate of ship, term of man's enlistment, date of enlistment, recruit's signature or "mark," name as written in by an officer, rating, wages per month, amount of wages advanced, bounty paid, signatures of sureties for wages advanced and bounty paid, and signature of witness to recruit's signature. Arranged by ship and thereunder chronologically. For a separate index, see entry 361. For other shipping articles, see entries 358 and 360.

COMPOSITE SHIPPING ARTICLES OF APPRENTICES ON NAVAL VESSELS. 1864-84. 8 vols. 3 ft. 360

Agreements between naval officers and boys for the latter to serve until they reach the age of 21. The agreement shows for each apprentice the date of enlistment, name, rating, wages per month, term of service, signature, signatures of parents or guardians, and signature of witness.

Arranged by name of ship or recruiting place and thereunder chronologically. For a separate index, see entry 361.

INDEX TO COMPOSITE SHIPPING ARTICLES. 1861-84. 1 vol. 1 in. 361

Shows the dates for which shipping articles were submitted for each vessel. Arranged alphabetically by initial letter of name of vessel or recruiting place and thereunder by date of shipping article. This volume indexes in part the shipping articles described in entries 359 and 360.

Records Concerning Discharges and Desertions, 1856-89

QUARTERLY RETURNS OF DESERTERS FROM NAVAL VESSELS ("REPORT OF DESERTERS"). July 28, 1863-Dec. 31, 1885. 47 vols. 7 ft. 362

These volumes contain letters and enclosed lists (later printed forms) signed by commanding officers of ships. They show the deserter's name, rating, date and place of enlistment, place of birth, age, description, date of desertion, reward offered for apprehension, statement of account (balance due the deserter or amount overpaid), and remarks. In volumes 1-12 the reports are numbered, but no key or index is available. In volumes 13-47 the reports are arranged alphabetically by name of vessel, and thereunder chronologically, if there is more than one report per vessel in the same volume. Volumes 43-47 are indexed alphabetically by name of vessel.

RECORD OF DESERTERS. Jan. 1, 1867-Mar. 26, 1889. 4 vols. 7 in. 363

These volumes give the deserter's name, rating, date of desertion, ship or station deserted from, amount of pay due or overpaid, reward offered, and remarks. Arranged alphabetically by initial letter of deserter's name and thereunder chronologically.

COPIES OF HONORABLE DISCHARGES AND RELATED RECORDS ("HONORABLE DISCHARGES"). Jan. 1, 1864-Aug. 29, 1878. 35 vols. 6 ft. 364

In addition to copies of honorable discharges, these "stub binders" contain discharge certificates, descriptive lists of men, and correspondence relating to men eligible for discharge. Arranged chronologically. About a third of the volumes are indexed by initial letter of name of man and vessel. For separate indexes to volumes 1-31, see entry 365.

INDEX TO HONORABLE DISCHARGES. ca. 1856-Jan. 1875. 3 vols. 10 in. 365

These volumes list the man's name, rating, and vessel, with a reference to the volume and page number of the series of honorable discharges described in entry 364 (vols. 1-31 only). They also serve as an index to discharge papers for the period 1856-64 that are missing. Entries are arranged by initial two or three letters of name of man discharged.

PRESS COPIES OF CERTIFICATES OF HONORABLE DISCHARGE. June 2, 1865-
Jan. 12, 1871. 1 vol. 2 in.

These are copies of the filled-in portions of honorable discharge certificates issued by the Bureau. This series is duplicated in part by the copies described in entry 364. Arranged chronologically. The volume is indexed by initial letter of name of man discharged.

366

FAIR COPIES OF CERTIFICATES OF HONORABLE DISCHARGE. June 2, 1865-
Feb. 3, 1870. 1 vol. 2 in.

These copies of completed certificates duplicate those described in entry 366, except for the difference in terminal date, and are similarly arranged and indexed.

367

PRESS COPIES OF DISCHARGE ORDERS ISSUED TO COMMANDING OFFICERS ASHORE
AND AFLOAT ("DISCHARGES"). Feb. 4, 1864-Feb. 28, 1885. 22 vols.
3 ft.

Orders to commanding officers of squadrons, vessels, yards, and stations to discharge men from naval service. Arranged chronologically. Most of the volumes are indexed alphabetically by initial letter of name of person to be discharged. The fair copies described in entry 369 duplicate part of these orders.

368

FAIR COPIES OF DISCHARGE ORDERS ISSUED TO COMMANDING OFFICERS ASHORE
AND AFLOAT ("DISCHARGES"). Feb. 4, 1864-July 29, 1874; Jan. 4, 1882-
Dec. 31, 1883. 3 vols. 8 in.

These copies duplicate in part those described in entry 368 and are similarly arranged and indexed.

369

Continuous-Service Certificates and Records Relating
to Merit Awards, 1863-1928

CORRESPONDENCE AND REPORTS RELATING TO CONTINUOUS-SERVICE CERTIFICATES.
Aug. 1867-Aug. 1880. 17 vols. 3 ft.

370

These stub binders contain lists of men either holding or recommended for continuous-service certificates and descriptive, biographical, and service information concerning them; letters of transmittal; and, occasionally, certificates of honorable discharge. Numbered serially 1-3917. Arranged in general chronologically. For a series of continuous-service certificates, 1865-99, see entry 223. Some continuous-service certificates of enlisted men are described in entry 232.

RECORD OF AWARD OF GOOD CONDUCT BADGES. June 1870-Dec. 1874. 6 vols.
8 in.

371

Contain name of recipient, vessel served on, and a name and date that are probably the name of the officer recommending the award and the date on which he made the recommendation. Arranged alphabetically by initial two letters of name of man receiving the badge. For Bureau of Navigation correspondence relating to such badges, see entry 69.

RECORD OF CERTIFICATES OF COMMENDATION. 1879-85. 1 vol. 1 in. 372

Contains certificate number, name of recipient, date of enlistment, rate, continuous-service certificate number, and, under remarks, a surname and date that are probably the name of the recommending officer and the date on which recommendation of the award was made. Arranged alphabetically by initial letter of recipient's name.

RECORD OF MEDAL OF HONOR AWARDS. 1863-1928. 1 vol. 2 in. 372-A

Contains names of individuals awarded the Medal of Honor during the period 1863-1928. (Dates on the binding of the volume are erroneously printed as 1861-1924.) Included are citations as well as notations regarding delivery of the medals, their acceptance, and the like. A number of extracts from statutes authorizing the awards are at the front of the volume. Arranged chronologically. The volume is indexed alphabetically by name of recipient.

Records Relating to Naval Apprentices, 1880-86

These records are series that were begun by the Bureau of Equipment and Recruiting but were not continued by the Bureau of Navigation when supervision of the apprentice-training system was returned to it in 1889. The history of the training system and most of the records relating to apprentices are described on pages 71-75.

REGISTER OF QUARTERLY EXAMINATION OF BOYS ON BOARD THE U.S.S. SHENANDOAH. Nov. 6, 1883-Oct. 23, 1886. 1 vol. 1/2 in. 373

Shows grades received in seamanship, signaling, gunnery, academic subjects, and conduct as well as other information concerning special aptitudes and abilities of the apprentices. Arranged alphabetically by name of apprentice; all grades given each boy are listed chronologically thereunder. The volume is indexed alphabetically by initial letter of name.

RECORDS RELATING TO THE ESTABLISHMENT OF A HEADQUARTERS FOR TRAINING NAVAL APPRENTICES. Nov. 27, 1880-Apr. 2, 1883. 1 vol. 1/2 in. 374

Copies of correspondence concerning proposed sites for a headquarters, including reports and legal documents relating to the acquisition of Coasters Harbor Island by the State of Rhode Island from the city of Newport, with a view to its transfer to the U. S. Government for use as a naval training school for apprentices. Unarranged.

Other Records, 1906

LISTS OF RECORDS OF THE BUREAU OF EQUIPMENT AND RECRUITING THAT WERE TURNED OVER TO THE BUREAU OF NAVIGATION BY THE BUREAU OF EQUIPMENT. ca. 1906. 1/2 in. 375

This series consists of two lists, one showing the series of letters transferred (sent and received, ca. 1862-85) and one, titled "Keys,"

showing the location by locker number of various types of records (ca. 1885-1903). The first list is arranged by letters received and sent, thereunder by source of records or by series; the second list is arranged by type of record, thereunder by locker number, room, and case number.

RECORD OF COMPLEMENTS OF VESSELS. n.d. 1 vol. 2 in. 376

Relates to the armament and complement of officers and men on naval vessels. Arranged in general alphabetically by name of vessel and thereunder by rank. The volume is indexed alphabetically by name of vessel.

RECORDS OF DIVISIONS OF THE BUREAU OF NAVIGATION, 1804-1946

Records of the Chaplains Division, 1804-1946

Since the date of its establishment in 1798, the Navy Department has made provision for chaplains to conduct divine services. The number of chaplains, however, remained small until the United States entered World War I. In 1842 the limit was placed at 24 and this number was not increased until 1914. In 1917 there was 59 chaplains and at the close of the war, 199. During 1917, when the Chaplain Corps was undergoing a rapid expansion, the need for central administration was met by assigning a chaplain of many years' experience, Capt. John Brown Frazier, as the first Chief of the Chaplains Division in the Bureau of Navigation. He supervised the Chaplain Corps and had charge of the selection of candidates proposed by the Federal Council of the Churches of Christ in America, representing the Protestant denominations, and the Military Ordinariate of the Roman Catholic Church. More than half of the chaplains resigned immediately after the war ended, leaving an insufficient number to serve the Navy. In 1934 the Navy Department Board on Reorganization recommended a strength of 76 chaplains for the corps. Most of the records of the World War II period have been retained by the Bureau of Naval Personnel; those described below represent in only a limited way the greatly expanded activities of chaplains in that period. The story of the Chaplain Corps is told by Clifford M. Drury in The History of the Chaplain Corps (Bureau of Naval Personnel, 1949. 2 vols.).

GENERAL CORRESPONDENCE. 1916-40. 8 ft. 377

Mainly correspondence of the Division, but including some routine reports, blank forms, sermons, processed questionnaires, and filled-in forms (some as late as 1944). Among the subjects covered are bible societies, casualties, Catholic Church, chapels, Chaplain's Association, discipline, Episcopal Church, examining boards, flags, Fleet Service, funerals, grievances, life insurance, Methodist Episcopal Church, policy, procurement, selections, training, war plans, welfare, and YMCA. Arranged alphabetically by subject and thereunder chronologically; a small quantity of miscellaneous processed and printed material is unarranged.

RECORDS CONTAINING BIOGRAPHICAL, SERVICE-RECORD, AND OTHER DATA ABOUT CHAPLAINS. 1804-1923. 7 ft. 378

This series includes the following subseries: (1) jackets containing correspondence with or about chaplains; (2) biographical and service-record information concerning chaplains; and (3) copies of replies to inquiries concerning chaplains. Most of the subseries are arranged alphabetically by name of chaplain; the remaining material is unarranged.

MISCELLANEOUS RECORDS RELATING TO CHAPLAINS. 1898-1946. 9 ft. 379

This series includes unit histories of ships and stations in both narrative and photographic form, some of which are published; smooth logs of the Chaplains School at Williamsburg, Va.; cruise records; news releases and other publicity materials; form letters concerning certificates of appreciation awarded to churches whose ministers had entered the Chaplain Corps; and miscellaneous printed and processed matter. Records in this series document an important phase of the history of chaplains in the Navy--their struggle to obtain proper recognition, rights, and understanding from the public. Arranged in part alphabetically within subseries.

PICTORIAL RECORDS RELATING TO CHAPLAINS. 1917-45. 9 ft. 380

Consist of 11 oil portraits of prominent chaplains who served during the period 1811-43; 36 panel frames (each containing 10 photographs of chaplains); 1 group photograph; 11 framed items, including mottoes, photographs, and posters; 2 memorial plaques to noted chaplains, apparently intended to be affixed to the Chidwick and Royce Memorial Chapels; and miscellaneous photographs relating to chaplains' activities. These records are part of a collection of historical material relating to chaplains, which was assembled by William Wilcox Edel, USN (Ret.). Unarranged.

"THE PEACEMAKERS." May 30, 1945. 1 16-in. sound recording. 381

This is a sound recording of a Navy Department program, recorded by the National Broadcasting Co. for release on Memorial Day, 1945, in commemoration of the war dead of the Navy, Coast Guard, and Marine Corps.

Records of the Division of Naval Militia Affairs, 1891-1918

Until December 1, 1909, administrative matters relating to Naval Militia of the various States were handled by the Assistant Secretary of the Navy, but on that date they were transferred to the Personnel Division of the Office of the Secretary. As early as March 1891 Congress appropriated \$25,000 for arms and equipment for the State Naval Militia, and in August 1894 it authorized the loan of old naval vessels to them for training purposes. During the Spanish-American War 4,316 men of the Naval Militia served with the regular Navy, the Auxiliary Naval Force, and the Coast Signal Service. In 1911 the Office of Naval Militia was established in the Personnel Division of the Office of the Secretary of the Navy.

In 1912 functions relating to Naval Militia affairs were placed under the Bureau of Navigation. The Naval Militia Act of February 16, 1914 (38 Stat. 283), defined the increased powers and responsibilities of the Navy Department in relation to the Naval Militia of the States, Territories, and the District of Columbia. On April 12 of that year the Division of Naval Militia Affairs was established in the Bureau by Navy Department General Order No. 93. The Naval Reserve Force was authorized by an act of Congress of August 29, 1916, which also provided for the enrollment of the Naval Militia in time of war into a force to be known as the National Naval Volunteers. At the outbreak of war with Germany nearly all the militia volunteered for enrollment in the latter organization, so that the Federal Government found itself with two organizations--the Naval Reserve Force, recruited mainly from ex-service men and the merchant marine, and the National Naval Volunteers, composed of the former State Naval Militias--maintained for the purpose of reinforcing the Navy in time of war. On July 1, 1918, all laws relating to the Naval Militia and the National Naval Volunteers were repealed and the President was authorized to transfer the personnel of the latter to the Naval Reserve Force. The Division of Naval Militia Affairs was then discontinued.

GENERAL RECORDS. 1891-1918. 56 ft.

382

These records are almost completely disarranged, but the following types of records are identifiable: (1) correspondence with Navy bureaus, local and State Naval Militia, and vessels, relating to summer cruises, the Naval Reserve, and housekeeping matters; (2) routine reports, such as Naval Militia Survey and Appraisals of Title "B" Equipage; (3) affidavits for lost property, made by officers and men of the Naval Militia and sent to the Division; (4) circulars; (5) copies of rules and regulations governing local militia organizations in the States; (6) record cards for Naval Militia officers; and (7) six small volumes containing messages sent between vessels. The correspondence is arranged according to one or more numerical systems; part of the other records are arranged alphabetically by name of vessel, person, or subject.

CARD INDEX TO CORRESPONDENCE. 1903-10. 2 ft.

383

These cards are evidently an index to part of the correspondence described in entry 382. The disarrangement of most of such correspondence, however, makes it impossible to state with any certainty to what part this index applies. The cards contain numeric-subject symbols but the corresponding subjects are in most instances not given. Cards for the year 1906 are an exception, and illustrations of the symbols used and the corresponding subjects are as follows: 1-P, Returns of Strength; 19-P, Returns Stores; 41-P, Orders, R. I.; 110-P, Allotment Made; 141-P, All Surveys; and 168-P, Annual Returns. Many of the classification symbols stand for vessels, as "51-P--Parts for Oriole's launch." Dates and briefs of letters appear on these cards in chronological order. The cards are arranged by year, thereunder by symbol, and thereunder by number.

LETTERS SENT. Oct. 5, 1911. 53 vols. 5 ft.

384

Press copies of letters, telegrams, and endorsements sent during the period when the administration of Naval Militia affairs was successively in the office of the Assistant Secretary and in the Personnel Division of the Secretary's Office. The first 8 volumes are almost illegible; 14 others are labeled "N. M." and "Department"; and most of the others contain copies of letters sent to States having Naval Militia. All except the last group of letters are arranged chronologically; letters to States are arranged by State and thereunder chronologically. The volumes are indexed alphabetically by subject, name, or State.

REPORTS OF STATE NAVAL MILITIA ORGANIZATIONS. 1913-15. 4 in.

385

Annual reports for the fiscal years 1914 and 1915, on Form N. N. M. 18, showing instruction given during the year to the Naval Militia organization in each State, excepting summer exercises on Navy vessels and target practice. There are separate reports for each battalion, division, or other unit on such matters as drilling and summer cruises. Arranged by State and thereunder by type of report. There is a small quantity of unarranged material.

SUMMARIES OF THE ENROLLED FORCE OF NAVAL MILITIA UNITS. 1915-16. 2 in.

386

These summaries, on Form N. Nav. 109-D, contain muster-roll information from vessels used by the Naval Militia during fiscal year 1916. Some of the forms contain information from such shore units as the Naval Hospital at New York and the Navy Receiving Station at Richmond. The series also includes two muster rolls on regular muster-roll forms for the Wasp and a few miscellaneous lists and transmittal letters. The records are arranged alphabetically by name or vessel or shore unit.

PAYROLL OF THE THIRD BATTALION, NEW YORK NAVAL MILITIA. Aug. 13-26, 1915. 1 vol. 1/2 in.

387

This paperbacked volume contains S. and A. Form 1, "Pay Roll of the United States _____ Pay _____, U. S. Navy. From _____, 191_, to _____, 191_." During this pay period the Third Battalion was assigned to the Kearsarge. The date stamp on the back of the volume contains the words "Naval Militia . . . Navy Department." Names are entered by rank and thereunder by pay number.

CERTIFICATES OF QUALIFICATION FOR NAVAL MILITIA RATINGS. July 6-Dec. 9, 1916. 1 vol. 2 in.

388

These are printed copies of certificates of qualification, the originals of which were signed by the Chief of the Division of Naval Militia Affairs and by the Secretary of the Navy. These certificates were applicable only to ratings in the Naval Militia. Arranged and indexed alphabetically by name of person.

ALLOWANCE BOOKS FOR VESSELS USED BY THE NAVAL MILITIA. 1912-17.

26 vols. 2 ft.

389

Contain blueprint copies of allowances for vessels used by the Naval Militia, with one volume for each vessel. There are sections showing the allowance to each bureau under various appropriations, chiefly "Equipment of Vessels." The volumes are unarranged, but within each volume the copies of allowances are arranged by appropriation and thereunder by bureau.

ORDNANCE ALLOWANCE BOOKS. 1915-16. 20 vols. 2 ft.

390

Show ordnance allowances to units of the Naval Militia. The series also includes three volumes of miscellaneous material such as bulletins, mailing lists, and stencil forms. Arranged by State and thereunder by town where the Naval Militia unit was located.

REPORT OF ANNUAL CONVENTION OF THE NATIONAL NAVAL MILITIA ASSOCIATION.

Jan. 28 and 29, 1916. 1 vol. 1/2 in.

391

This bound volume contains what is apparently a verbatim transcript (typed) of notes taken during the convention and a list of State representatives. Arranged by session.

Records of the Division of Officers and Fleet, 1887-98

In March 1861 an Office of Detail was established in the Secretary's Office to handle matters relating to the appointment and detailing of officers, and in 1865 it was placed under the supervision of the Chief of the Bureau of Navigation. In 1889 it was formally transferred to the Bureau and was renamed the Division of Officers and Fleet.

Records of the Office of Detail were maintained separately and are described on pages 79-83 of this inventory. There is, however, some overlapping of dates in records attributed to the two units, since some series that were begun by the Office but that were discontinued soon after the Division was established are described with records of the Office. Other records, particularly those series of correspondence begun in January 1887 when the system of folding correspondence and filing it in document containers was inaugurated, are described below. For the period 1890-95 copies of letters sent by the Division are a part of the general correspondence of the Bureau, chief among which are orders sent to officers, 1890-96 (entry 48) and letters sent to officers, 1890-96 (entry 46). After July 1895 they were, for the most part, filed with the related letters received.

Certain operational files have been removed from the correspondence of the Division for inclusion in the Naval Records Collection of the Office of Naval Records and Library, Record Group 45.

LETTERS RECEIVED. 1887-95. 191 ft.

392

Letters received by the "Detail Division" in the Secretary's Office

from January 1887 to July 1889, and after that by the Division of Officers and Fleet. They are numbered serially, with a new series of numbers for each year through 1890 and one continuous series for the period 1891-95. The letters include requests for and acknowledgments of orders; requests for delays in reporting and for change of detail; reports concerning health, discharges from hospitals, and duty assignments; and lists of officers. Arranged chronologically and thereunder by serial number. For registers, see entries 277 and 394.

GENERAL CORRESPONDENCE. 1895-97. 30 ft.

393

This correspondence is similar to that described in entry 392 except that it contains copies of letters sent. Miscellaneous reports on tactics and movements of vessels, received from the U. S. Naval Force, North Atlantic Station, are at the end of the series. Arranged chronologically and thereunder by number. For registers, see entry 394.

REGISTERS OF CORRESPONDENCE ("ABSTRACT OF CORRESPONDENCE"). Jan. 1891-Feb. 1896. 14 vols. 3 ft.

394

For letters received the following information is recorded: number of letter, date written and date received, writer's name, and a brief of the contents. Under "Action and Letters Sent" are the date of reply, name of addressee, a brief of the letter's contents, and a reference to the series, volume, and page number of the volume containing a press copy of the letter. Entries are for the most part chronological under the name of the administrative unit (vessel, yard, station, or bureau) of the Navy Department or of the other Government agency with which correspondence was exchanged. The volumes are arranged by alphabetical designation. For earlier registers, see entry 277.

APPOINTMENTS OF PAYMASTERS' CLERKS. 1889-91. 1 ft.

395

This series consists mainly of copies of a folded form containing the notice of appointment, agreement to abide by authority of the Navy Department, and oath. Many of the appointments are stamped "Division of Officers and Fleet." They are numbered and arranged in accordance with such numbers. In addition, they are numbered as part of the series of letters received (see entry 392). For a register covering the 1889-90 period, see entry 277.

ACCEPTANCES OF APPOINTMENTS AS PAYMASTERS' CLERKS. 1891-98. 11 in.

396

This series consists mainly of jackets containing such material as acceptance forms, oaths, letters of recommendation, and notices to appear before a Naval Examining Board. Numbered as a part of the correspondence of the Division and arranged in accordance with such numbers. For registers, see entry 394.

LISTS OF NAVAL, MARINE, AND CIVIL OFFICERS AND ATTACHES OF YARDS AND STATIONS. Jan. 1890-Dec. 1894. 5 vols. 1 ft.

397

These are monthly lists of officers at naval yards and stations, in-

cluding receiving ships. They are listed under such headings as Commandant's Office, Bureau of Yards and Docks, other bureaus of the Navy Department, Marine barracks, receiving ship, and Office of Purchasing and Disbursing Paymaster. Arranged by year, thereunder alphabetically by name of yard or station, and thereunder chronologically. For other lists of officers, see entries 180-188.

Records of the Naval Academy Division, 1851-1940

The Bureau of Ordnance and Hydrography was the first Navy bureau vested with responsibility for administration of the Naval Academy. In 1862 the Academy was placed under the newly created Bureau of Navigation. Exactly when the Naval Academy Division was created has not been ascertained. Except for the correspondence of the Superintendent of the Academy while it was under the Bureau of Ordnance and Hydrography (entry 398), the following records are those of what is sometimes described as the "Naval Academy Section," sometimes as the "Naval Academy Division" of the Bureau of Navigation. From 1869 to 1889 this Bureau had no connection with the affairs of the Academy but such records as fall within those years may, like those of the Bureau of Ordnance and Hydrography, be considered Bureau of Navigation records through inheritance.

GENERAL CORRESPONDENCE OF THE SUPERINTENDENT OF THE NAVAL ACADEMY.

July 1, 1851-Oct. 28, 1853; Apr. 17, 1855-Oct. 20, 1858. 4 vols. 6 in.

Relates to the general administration of the Academy and consists of letters received by and copies of letters sent to the Chief of the Bureau of Ordnance and Hydrography. Volumes 1 and 5 are missing. Arranged chronologically. The index in each volume gives the date and a brief of each letter. 398

CORRESPONDENCE RELATING TO APPLICANTS FOR APPOINTMENT AS NAVAL CADETS

AT LARGE ("REGISTERS"). June 1863-May 1892. 8 ft. 399

These applicants were not admitted to the Naval Academy. Appointments "at large" could be made by the Secretary of the Navy for congressional districts whose Congressmen did not submit nominations for naval cadets. The correspondence is numbered serially, 501-3494. Arranged chronologically.

CORRESPONDENCE RELATING TO APPLICANTS FOR ADMISSION TO THE NAVAL ACADEMY. 1862-78; Aug. 1891-Jan. 1896. 8 ft. 400

A part of the correspondence, including some miscellaneous material, is for the earlier period, 1862-78, and bears no serial numbers. Most of the correspondence is for the later period, 1891-96, and bears the serial numbers 840-5900. The earlier records are unarranged; the later ones are arranged chronologically. The registers described in entry 401 may be useful as a guide to the later records.

REGISTERS OF CORRESPONDENCE ("ABSTRACT OF CORRESPONDENCE"). Jan. 1, 1891-Dec. 31, 1895. 2 vols. 5 in. 401

Contain the following information: (1) for letters received, name of writer, place from which letter was sent, date of letter, date of its receipt, number assigned to letter, and a brief of its contents; and (2) for letters sent, date of letter, a brief of its contents or a notation of action taken, and a reference to the volume and page number of the series of press copies containing a copy of the letters. A separate section of the registers contains correspondence of the Superintendent of the Academy. Each volume is indexed alphabetically by name of correspondent or subject. The series of press copies referred to are among those described in entries 1-71.

LETTERS OF APPOINTMENT ISSUED TO NAVAL CADETS AND MIDSHIPMEN ("APPOINTMENTS, NAVAL CADETS"). May 1894-Nov. 1940. 12 vols. 3 ft. 402

These are copies of formal appointment letters from the Secretary of the Navy. Each letter shows date of issuance and effective date of appointment, name of appointee, and congressional district from which appointed. The first appointments were made on May 27, 1894, the latest on November 4, 1940. Arranged chronologically by dates the Secretary signed the appointments. The volumes contain alphabetical name indexes.

JACKETS OF NAVAL CADETS. Nov. 1862-July 1910. 164 ft. 403

These jackets contain a letter of nomination from a Congressman, the candidate's letter of acceptance, testimonial letters, reports of examining and medical boards, oaths, papers and reports relating to discipline, copies of orders and acknowledgments thereof, letters relating to the cadet's promotion to ensign, and other papers. Most of the candidates represented by these jackets failed in examinations, resigned, or were dismissed for disciplinary reasons. The jackets bear notations conveying a part of the information in the records enclosed and a number. Arranged and numbered (2-9132) in general chronologically by date of admission for examination.

REGISTER OF MIDSHIPMEN. 1869-76. 1 vol. 3 in. 404

Contains a list of midshipmen that shows, for each man, personal data, name of Congressman recommending him, dates "permitted" and appointed, and notations as to whether he was dropped, graduated, or the like. Arranged in general by serial or jacket number. The volume contains an alphabetical name index.

RECORDS OF GRADUATIONS AND RESIGNATIONS OF CADET MIDSHIPMEN. Mar. 1869-Sept. 1873. 1 vol. 1/2 in. 405

The volume contains copies of the form titled "Cadet Midshipmen," which gives the following information: manner of appointment, name of midshipman, his class, date of appointment, and remarks. In the front of the volume are listed the names of men appointed "At Large by the President"; the remainder of the volume is arranged alphabetically by name of State from which the man was appointed and thereunder by name of appointee.

MONTHLY REPORTS OF EXAMINATIONS AND STANDINGS AT THE NAVAL ACADEMY.

June 1870-Apr. 1888. 3 vols. 8 in.

406

These volumes contain copies of the forms titled "Report of Examination" and "Report of the Relative Standing of the members of the class." The examination report was also used to indicate persons who failed or were to be replaced for other reasons. Arranged chronologically by month and thereunder by class.

REPORTS OF ANNUAL EXAMINATIONS, STANDINGS, AND MERIT ROLLS AT THE NAVAL ACADEMY. 1879-81; 1884-88. 1 ft.

407

Consist of three types of reports: general merit rolls or merit rolls for a particular class; reports of relative standings of members of a class; and reports showing cadets found deficient and recommended for reexamination or dropping. Arranged by year, thereunder by class, and thereunder by type of examination (Cadet Engineer, Cadet Midshipman, and the like).

QUARTERLY FITNESS REPORTS OF MIDSHIPMEN. 1900-1910. 20 ft.

408

These are printed forms (N. Nav. G), folded in jackets, that were signed by the commanding officer. They contain the following information: name of midshipman; division; ship to which attached; nature of duties; ability; attention to duty; manner of performing duties; zeal, intelligence, and judgment in instructing, drilling, and handling enlisted men; general conduct and bearing; health; duties other than ordinary routine; use of liquor, if any; punishments; and remarks. Arranged alphabetically by name of midshipman.

RECORDS OF RESERVE OFFICERS' CLASSES AT THE NAVAL ACADEMY. 1917-19. 2 in.

409

This series consists of sheets that were apparently taken from a looseleaf binder. They contain lists of officers, minutes of council meetings, recommendations as to assignments, grades, instruction schedules, curricula, and related correspondence. Arranged by subject and preceded by an alphabetical index.

Records of the Morale Division, 1918-24

The Morale Division, called the Sixth Division until 1921, was an outgrowth of the work of the Navy Department Commission on Training Camp Activities, which was organized on July 26, 1917, to maintain morale, to supply recreation to men in training, and to handle problems of liquor and vice. The Commission's work covered three areas--law enforcement, inside camp activities and the Fleet, and outside or shore activities. It worked through existing law enforcement, social, recreational, and welfare organizations. At its meeting in January 1919 the Commission recommended to the Secretary of the Navy that its work be taken over by a division set up for that purpose in the Bureau of Navigation. As a result, the Sixth Division was set up by authority of Bureau of Naviga-

tion Circular Letter No. 33-19 of March 11, 1919, "to aid constituted authority to maintain a high morale." Its functions, according to the Secretary's report for 1919, were "to aid commanding officers in maintaining the morale of their commands; first, by ministering to the comfort, contentment, and recreation of the officers and men; second, by careful study of the great problems which affect the contentment of the Navy; third, by dealing with complaints of every nature from the service."

At first the work of the Division was carried on mainly by experienced civilian welfare specialists from such organizations as the American National Red Cross, the YMCA, and the YWCA, but gradually and systematically these specialists were replaced by enlisted and commissioned personnel of the Navy. Activities of the Division were at first confined mainly to shore stations but were soon expanded to vessels of the Fleet. Every vessel and shore station eventually had an officer especially detailed as an aide for morale. From 1920 on morale activities were decentralized more and more by distributing the bulk of the appropriation for "Recreation for Enlisted Men" in the form of allotments to ships and stations to be administered by their commanding officers. Naval hospitals were given a special allotment and, in addition, the Division maintained trained librarians at each of the larger hospitals. Occupational therapy became an important feature of this hospital work. Ships stores were also made available to the men and the profits realized from these sales were used to supplement the funds regularly allocated.

In 1923 the Morale Division was transferred to the Training Division and was reestablished as the Welfare and Recreation Section of that Division. Capt. C. R. Train, who had been head of the Morale Division, was made its chief. Records of the Training Division are described in entries 417-424.

GENERAL CORRESPONDENCE. 1918-20. 18 ft.

410

Pertains to such subjects as athletics, relations with bureaus of the Navy Department, chaplains, entertainment and recreation, the fleets, law enforcement, libraries, morale, recruiting, ships and stations, social hygiene, and welfare organizations. There is a small quantity of miscellaneous correspondence, some as early as 1906, together with circulars, pamphlets, reports, and other items. Arranged mainly by a numerical system the key to which is printed on each folder.

GENERAL CORRESPONDENCE OF THE MORALE AND RECREATION SECTION. 1920-24.
2 ft.

411

Mainly letters received, preceded by several folders of copies of letters sent, relating to typical morale matters under such headings as advertisements, clubs, instructions, memoranda and circular letters, motion pictures, recreation and athletics, recruiting, and service newspapers. Arranged alphabetically by subject or name and thereunder chronologically. There is some overlapping between this correspondence and that of the Welfare and Recreation Section of the Training Division, which is described in entry 422.

CORRESPONDENCE WITH FOREIGN STATIONS. 1920. 2 ft.

412

Relates to matters of morale at foreign stations, such as allotments, requests for recreational or club facilities, equipment, libraries, desertions, social hygiene, and other subjects having to do with the mental and physical well-being of Navy enlisted and officer personnel. Arranged alphabetically by station and thereunder alphabetically by subject.

CORRESPONDENCE RELATING TO PORTS. 1918-20. 10 in.

413

This correspondence grew out of the Division's program to gather information on foreign ports and a few domestic ones and to make it available to naval officers and enlisted men visiting such ports. Inquiries were directed to city officials, photographic firms, chambers of commerce, publishers, or to anyone else who could furnish the needed photographs and data. The information received was embodied in film strips and slides, with accompanying lectures, and in illustrated guidebooks. Arranged alphabetically by name of port and thereunder chronologically.

CORRESPONDENCE OF THE COMMISSION ON TRAINING CAMP ACTIVITIES. 1918-20. 2 ft.

414

Correspondence of the Commission with business firms, relating mainly to orders for equipment, merchandise, and services necessary to the work of the Commission. The copies of letters sent are from the disbursing officer responsible for paying the related accounts. Arranged alphabetically by name of firm.

CORRESPONDENCE OF ENSIGN JOSEPH LEVANSALER. 1919-21. 3 in.

415

Relates to the liaison maintained by the Social Hygiene Section with the Public Health Service, health organizations, and the medical profession; to general morale factors; to sanitation; and to other subjects. Arranged chronologically.

REPORTS FROM SHIPS AND STATIONS CONCERNING EXPENDITURES FOR RECREATION. 1920-22. 3 ft.

416

Show the status of allotments under the appropriation "Recreation for Enlisted Men" and transmit S & A Forms 51a (short), "Public Bills Afloat," for expenditures thereunder. Arranged alphabetically by name of ship or station.

Records of the Training Division, 1917-40

During World War I the administration of the program for training enlisted personnel was in charge of the Training Division of the Bureau of Navigation. The first officer at the head of this Division was Capt. Ernest L. Bennett, who reported for duty on April 19, 1917, and throughout the war superintended the huge task of providing and administering training facilities. At the opening of the war there were only four permanent training stations--at Newport, Norfolk, Great Lakes, and San Francisco--with a total capacity of 6,000 enlisted men. These stations

were expanded eightfold by the erection of temporary stations or barracks on both coasts and along the Gulf of Mexico. A huge naval operating base that included a large training station was established at Hampton Roads, Va. The Training Division was also responsible for training and instructing enlisted men who were candidates for officers' commissions. It had charge of training on naval district vessels, at special schools, and at naval rifle ranges, and of training naval units of the Students' Army Training Corps.

From 1919 to about 1923 the Division was a section in the Enlisted Personnel Division, but, according to the Secretary's Annual Report for 1923, it was again made a separate division on March 1, 1923, and was "charged with the administration of all duties relating to the training, instruction, welfare, and recreation of the personnel of the Navy and Naval Reserve Force." In it there were three sections: (1) Officers--Training and instruction; (2) Enlisted men--Training and instruction; and (3) Welfare and Recreation. In general the training and instruction involved control of the training and school units as well as formulation of curricula, instruction, and examinations. The Welfare and Recreation Section was in charge of athletics, motion pictures, allotments to carry out its activities, libraries, and supply and disbursing. Records of the predecessor Morale Division are described in entries 410-416.

GENERAL ADMINISTRATIVE CORRESPONDENCE. 1918-23. 6 ft. 417

Concerns the relations of the Training Division with the Bureau of Navigation, other Government agencies, vessels, special schools and training units, enlisted men seeking officers' commissions, and the public. Until December 1, 1921, carbon copies of letters sent and type-written copies of letters received were filed together and numbered serially, 1-12580.. Thereafter they are unnumbered. Arranged chronologically.

ADMINISTRATIVE CORRESPONDENCE RELATING TO TRAINING UNITS. 1917-22. 19 ft. 418

Concerns the administration of training schools, stations, camps, and other naval training units and their appropriation allotments. Included are some inspection reports and informational material. Arranged alphabetically by subject; oversize material is separate.

CORRESPONDENCE WITH APPLICANTS FOR ADMISSION TO TRAINING SCHOOLS AND WITH MEN SEEKING SPECIAL RATINGS AND OFFICERS' COMMISSIONS. 1918-19. 4 in. 419

Letters received from and copies of letters sent to navy men and civilians in answer to inquiries about training school opportunities and conditions of admission to specific schools, and to applicants for specialists' ratings and officers' commissions. Arranged alphabetically.

SYLLABUSES OF COURSES OFFERED AT NAVY TRAINING SCHOOLS. 1918-19.

3 ft.

420

These syllabuses are for all schools offering instruction under the training program of the World War I period. There is one folder for each school. The school is designated by name and by a decimal number, as "4. Cape May, N. J. -- Section Base -- Coxwains School. 4.422." Arranged by naval district and thereunder by decimal number of school. Two keys are available to these syllabuses, one showing the numbers used by the Training Division to identify each school and the other showing the naval training units and sections at educational institutions in the various States in 1918.

WEEKLY TRADE SCHOOL REPORTS. 1922-24. 2 ft.

421

Consist mainly of copies of Form N. Nav. 342; "Weekly Trade School Report," which contain, for each school, detailed information on the number of men under instruction and their ratings, the number of instructors and their ratings, the number of men in the class and the number returned to service, and similar data. In folders arranged alphabetically by location of school and thereunder alphabetically by name of school.

RECORDS OF THE WELFARE AND RECREATION SECTION. 1923-40. 7 ft.

422

Mainly correspondence relating to such subjects as athletics, motion pictures, allotments of funds, schools, ship's service activities, ship and station newspapers, welfare of naval personnel, and miscellaneous welfare activities. This series also includes correspondence relating to training camp activities, 1917-19; a small amount of correspondence of the earlier Morale and Recreation Section of the Morale Division, 1920-23, that apparently supplements the records described in entry 411; administrative, statistical, and fiscal reports; and a few manuscripts of plays. About half the correspondence is arranged according to a numeric-subject scheme under which each folder is labeled by subject and a corresponding number from 2 to 29; part of the other records are arranged by number and thereunder chronologically; and part of the records are unarranged.

REPORTS ON MORALE FACTORS AMONG ENLISTED MEN. 1924-25. 3 in.

423

These reports were submitted by the Welfare and Recreation Section of the Training Division to the Bureau of Navigation, as required by BuNav Circular Letter 91-94 of October 28, 1924. The factors rated included motion pictures, athletics, and ship or station libraries. The reports are arranged by station or division of the fleet.

REPORTS ON NAVAL RESERVE TRAINING ACTIVITIES IN MISSOURI AND INDIANA.

1923-25. 5 vols. 4 in.

424

Contain photographs, maps, statistical summaries and graphs, and typewritten narrative. Arranged by State. Two volumes contain tables of contents.

RECORDS OF OTHER ORGANIZATIONS ATTACHED TO THE BUREAU OF NAVIGATION

Records of the Signal Office, 1869-86

In 1869 the Signal Office was organized and attached to the Bureau of Navigation for the purpose of preparing signal books and codes and giving instruction in signaling. The Army method of signaling, which had proved successful during the Civil War, was introduced as an auxiliary to the Navy signal code by Brig. Gen. A. J. Myer, Chief Signal Officer of the Army and deviser of the system. Young naval officers were trained by Army signal instructors, and instruction and practice on board ships of war was introduced. Signal books were prepared for the use of the Navy and an American edition of the International Signal Code, which was used by most foreign countries and the merchant marine, was published. Because the Army method of signaling was in some respects inadequate for communications between vessels, experimentation was carried on with different types of signals such as chronosemic, phonetic, and flash signals. The Very pistol, a device for night signaling by means of red and green colored lights that was invented by Lt. Edward W. Very, USN, was introduced in 1877. After 1882 no mention is made of the Signal Office or the Chief Signal Officer in the annual reports of the Secretary of the Navy or the Chief of the Bureau of Navigation.

In addition to the records described below, letters received from the Chief Signal Officer, 1871-83, and fair copies of letters sent to the Chief Signal Officer, 1871-83, are described in entries 78 and 32, respectively.

FAIR COPIES OF LETTERS SENT ("LETTERS. NO. 1. SIGNAL OFFICE").

July 19, 1869-Jan. 16, 1882. 1 vol. 2 in.

425

This volume of fair copies duplicates in part the press copies described in entry 426. Arranged chronologically. The volume is indexed alphabetically by name of addressee.

PRESS COPIES OF LETTERS SENT. Nov. 1, 1869-Dec. 18, 1878; Jan.-Sept., 1879; and Jan. 6, 1882-Nov. 17, 1886. 4 vols. 4 in.

426

These letters, dating from the time the Signal Office was established, were sent mainly to the Bureau of Navigation, but also to the Secretary of the Navy, other Navy bureaus, and officers commanding ships, stations, and yards. They relate to routine administrative matters of the Office such as orders, instructions, and acknowledgments of reports, and to some technical signal matters. Arranged chronologically. Three of the volumes are indexed alphabetically by name of person, ship, station, yard, or subject.

Records of the Coast Signal Service, 1898

The Coast Signal Service was organized on the recommendation of a board convened by a Navy Department order dated October 18, 1897. Pur-

suant to orders of the Secretary of the Navy of March 15, 1898, Capt. Caspar F. Goodrich, president of the Naval War College, reported a plan for the establishment of coast signal stations on the Atlantic and Gulf coasts, based on the board's recommendation. On April 9, 1898, only a few days before war with Spain was declared, Captain Goodrich was ordered to establish these stations. He located his headquarters in New York and on April 22 telegraphed the commanding officers of the Naval Militia of the seaboard States to establish and man the coast signal stations already decided on. On May 9 Capt. John R. Bartlett, chief intelligence officer, was placed in command of the Service. He moved the headquarters to Washington, where it operated under the supervision of the Bureau of Navigation. Eight districts were created in which 36 signal stations were maintained by State Naval Militia. The Life Saving Service, the Lighthouse Service, and the Weather Bureau cooperated with the Coast Signal Service in maintaining a lookout for the approach of enemy vessels and in checking the movements of American vessels. The Service was discontinued at the close of the Spanish-American War.

CORRESPONDENCE REGARDING THE ESTABLISHMENT OF SIGNAL STATIONS. Mar. 15-Apr. 21, 1898. 1 vol. 3 in. 427

Letters and telegrams received and press copies of letters sent by the headquarters of the Service. The correspondence, some of which is marked "confidential," is mainly with the Navy Department and with naval officers stationed outside Washington. Included are orders to Capt. Caspar F. Goodrich. The letters relate to the best methods of signaling and to pertinent technical and scientific matters, to types of signal structures (with drawings, blueprints, and a few photographs), to offers of service from State Naval Militia and from individuals, and to business and housekeeping matters. Arranged chronologically.

HEADQUARTERS CORRESPONDENCE WITH NAVY BUREAUS AND GOVERNMENT DEPARTMENTS. Apr. 22-Sept. 20, 1898. 1 vol. 3 in. 428

Contains letters, telegrams, and endorsements received and sent by the headquarters of the Service, including some orders to signal stations. The records relate to the organization, administration, financing, supply, manning, and operation of the Service. Arranged chronologically.

CORRESPONDENCE OF DISTRICT HEADQUARTERS WITH SIGNAL STATIONS. Apr.-Aug. 1898. 2 vols. 8 in. 429

Letters, telegrams, and endorsements exchanged between district headquarters and signal stations. They concern routine reporting, personnel, business, and administrative matters and include orders from district headquarters to the stations. Arranged by number of district, thereunder by station, and thereunder chronologically. Correspondence of the Fifth District is missing; some of it may be bound with the correspondence described in entry 438.

CORRESPONDENCE WITH THE FIRST DISTRICT OFFICE AT BOSTON, MASS. Apr. 22-Aug. 17, 1898. 1 vol. 3 in. 430

Letters, telegrams, and endorsements exchanged mainly between the

Headquarters Office and the First District Office, concerning routine business and administrative matters of the district office and the stations under its control. The First District (or Division) comprised stations at Bakers Island, Vinalhaven, Cape Elizabeth, Appledore Island, Cape Ann, Cape Cod, and Gay Head. Arranged chronologically.

LETTERS SENT BY THE COMMANDING OFFICER OF THE FIRST DISTRICT ("LETTERS"). Apr. 22-Aug. 7, 1898. 2 vols. 3 in. 431

Press copies of letters and telegrams sent to the Headquarters Office, to signal stations in the First District, to bureaus of the Navy Department, to navy yards, and to business firms. They relate mainly to routine reporting of ships sighted, procurement of signal equipment and other supplies, and low-echelon administrative, personnel, and "house-keeping" affairs. There are also copies of orders. Arranged chronologically. The volumes are indexed alphabetically by name of addressee.

CORRESPONDENCE WITH THE SECOND DISTRICT OFFICE AT NEW YORK. Apr. 24-Sept. 28, 1898. 1 vol. 3 in. 432

The correspondence in this series is similar to that described in entry 430. The Second District (or Division) comprised stations at Block Island, Montauk Point, Fire Island, Quogue, Barnegat, and Cape Henlopen. Arranged chronologically.

MISCELLANEOUS LETTERS SENT BY HEADQUARTERS OF THE SECOND DISTRICT.

Apr. 29-June 30, 1898. 1 vol. 1 in. 433

Press copies of miscellaneous letters sent. Arranged chronologically. Indexed alphabetically by subject, name, or station.

LETTERS SENT BY HEADQUARTERS OF THE SECOND DISTRICT TO STATIONS ("STATIONS"). June 24-Aug. 8, 1898. 1 vol. 1 in. 434

Press copies of letters and orders sent from the headquarters of the Second District at New York, concerning station business such as authorizations to purchase supplies and equipment, routine administration, personnel actions, inspections, and submission of forms and reports. Arranged chronologically. Indexed by station and thereunder chronologically.

LETTERS SENT BY THE COMMANDING OFFICER OF THE SECOND DISTRICT TO THE HEADQUARTERS OFFICE ("HEADQUARTERS"). June 24-Aug. 14, 1898. 1 vol. 1 in. 435

Press copies of letters and telegrams sent to the Superintendent of the Service. They concern routine reporting, administration, supply, and personnel matters. Arranged chronologically. Indexed alphabetically by subject, name, or place.

CORRESPONDENCE WITH THE THIRD DISTRICT OFFICE AT NORFOLK, VA. Apr. 22-Aug. 15, 1898. 1 vol. 3 in. 436

The correspondence in this series is similar to that described in

entry 430. The Third District (or Division) comprised stations at Cape Henry, Hatteras Inlet, Cape Lookout, and Carolina Beach. Arranged chronologically.

CORRESPONDENCE WITH THE FOURTH DISTRICT OFFICE AT CHARLESTON, S. C.

Apr. 23-Sept. 11, 1898. 1 vol. 3 in.

437

The correspondence in this series is similar to that described in entry 430. The Fourth District (or Division) comprised stations at Charleston (Morris Island), Hiltonhead Island, Tybee Island, and St. Simon Island. Arranged chronologically.

CORRESPONDENCE WITH THE FIFTH DISTRICT OFFICE AT JACKSONVILLE, FLA.

Apr. 22-Sept. 17, 1898. 1 vol. 2 in.

438

The correspondence in this series is similar to that described in entry 430. The Fifth District (or Division) comprised stations on the St. Johns River and at Cape Canaveral, Jupiter Inlet, and Miami. Arranged chronologically.

CORRESPONDENCE WITH THE SIXTH DISTRICT OFFICE AT PENSACOLA, FLA.

Apr. 22-Aug. 29, 1898. 1 vol. 3 in.

439

The correspondence in this series is similar to that described in entry 430. The Sixth District (or Division) comprised stations at the Pensacola Navy Yard and on Santa Rosa Island. Arranged chronologically.

CORRESPONDENCE WITH THE SEVENTH DISTRICT OFFICE AT NEW ORLEANS, LA.

Apr. 23-Sept. 19, 1898. 1 vol. 2 in.

440

The correspondence in this series is similar to that described in entry 430. The Seventh District (or Division) comprised stations at Fort Morgan, Port Eads, and Galveston. Arranged chronologically.

TELEGRAMS RELATING TO MOVEMENTS OF VESSELS. Apr.-Aug. 1898. 1 vol. 4 in.

441

These are both originals and copies of telegrams received and sent by the headquarters of the Service, by district headquarters, and by stations. Arranged by district reporting, thereunder either unarranged or arranged in part by station, and thereunder in general chronologically.

Records of the Board of Visitors of the Naval Academy, 1910-13

In 1851 a Board of Visitors was appointed by the President to attend the annual examinations at the Academy and to report on the condition of the school. This Board has customarily been composed of high-ranking naval officers and civilians and its annual report is submitted to the President of the United States. The Board looks into the state of discipline and the general management of the Academy and makes recommendations for such changes and improvements as it sees fit. During the period covered by the following records the Academy was under the Bureau of Navigation. Records of other boards drawing part of their membership

from the Bureau of Navigation are described in the Checklist of the Naval Records Collection and in the Checklist of the General Records of the Department of the Navy, 1804-1944.

JACKETS OF APPOINTEES TO AND APPLICANTS FOR MEMBERSHIP ON THE BOARD OF VISITORS OF THE NAVAL ACADEMY. 1910-13. 10 in. 442

These jackets (Form N. Nav. 153) contain mainly applications of and recommendations for both successful and unsuccessful applicants for membership on the Board, together with acceptances, notices of appointment, and other material relating to appointments. The series also includes some loose papers such as lists of appointees and Presidential correspondence. Arranged in two groups, one for successful applicants (labeled "Board of Visitors, 1911") and one for unsuccessful applicants.

RECORDS OF UNITS OF THE BUREAU OF NAVAL PERSONNEL AND OF THE
NAVAL RESEARCH PERSONNEL BOARD, 1940-46

The change from Bureau of Navigation to Bureau of Naval Personnel in May 1942 was a change of name and organization rather than a change of functions. After the transfer in April 1942 of the Hydrographic Office and the Naval Observatory to the Office of the Chief of Naval Operations, only personnel functions remained for the Bureau of Navigation. Many series of records--particularly correspondence, logs, and muster rolls--were continued on without a break by the new Bureau; they have already been described under the heading "General Records of the Bureau of Naval Personnel." Most of the records described below are those created by units of the Bureau that came into existence after May 1942 and that maintained separate series of records.

Records of the Planning and Control Activity, n.d.

ADMINISTRATIVE HISTORY OF THE BUREAU OF NAVAL PERSONNEL IN WORLD WAR II. n.d. 15 vols. 1 ft. 443

Copies of separate reports on each of the important activities of the Bureau having to do with officer, enlisted, and civilian personnel of the Navy Department, including reports on the Structural Development of BuPers, Planning and Control Activity, Officer Personnel Activity, Training Activity, Welfare Activity, and Enlisted Personnel Activity. There are also separate reports on phases of the work of each activity as, for example, Enlisted Performance, Chaplain's Division, Officer Distribution, and Women's Reserve. Arranged by activity, thereunder by volume number or phase of work. Each volume is indexed according to the organization of the report.

Records of the Office of the Chief of Naval Personnel, 1942-45

REGULATIONS GOVERNING WOMEN ACCEPTED FOR VOLUNTEER EMERGENCY SERVICE.

July 1942-Nov. 1945. 2 vols. 2 in. 444

This "record set" of regulations consists of two volumes labeled as

follows: (1) "NavPers-15,085 (Restricted), 'Policies for the Administration of the Women's Reserve, United States Naval Reserve'" and (2) "References in 'Policies for the Administration of the Women's Reserve, USNR.'" The first volume consists of printed material; the second, of typewritten and processed material. Both volumes are indexed, the first by title of article and the second by subject and thereunder by title of article, circular, letter, and the like.

Records of the Special Services Division
of the Welfare Activity, 1942-46

GENERAL RECORDS OF THE PHYSICAL FITNESS SECTION. 1942-46. 34 ft. 445

Relate to the inception, organization, and administration of the Navy's physical fitness program during World War II. The records include applications for appointments, together with supporting papers; personal correspondence and orders of officers; correspondence and propaganda material designed to get famous athletes to participate in the Navy physical training program; and other material concerning different phases of the program. Arranged mainly according to the classification scheme of the Navy Filing Manual.

GENERAL RECORDS OF THE RECREATIONAL SERVICES SECTION. 1943-46. 30 ft. 446

These records are a basic source of information on the inception, organization, administration, and activities of the United Service Organization's units operating under naval jurisdiction. The series includes some personnel records, mainly correspondence relating to civilian and service personnel. Most of the records in this series are arranged according to a subject-numeric classification scheme from 1 (American Red Cross) through 65 (Women's Reserve Division). Copies of the classification scheme are available. The correspondence relating to civilian and service personnel is arranged alphabetically by name of person.

Records of the Recruiting and Induction Division, 1940-45

RECORDS OF THE PUBLICITY AND ADVERTISING SECTION RELATING TO THE NAVY RECRUITING PROGRAM. 1940-45. 4 ft. 447

Include scrapbooks containing comic strips and newspaper clippings, classified by subject to show the advantages of Navy service. These books have a table of contents on the cover. Other binders contain clippings relating to some branch of the Navy, as the Seabees, the Waves, and the Ship Repair Units. The series also includes enlistment posters and display bulletins that emphasize the advantages and duties of persons already in the Navy; two copies of a Navy "Handbook for Procurement Personnel"; and a booklet of photographs of displays of Wave enlistment posters in show windows of a power company office and its branch offices (May and June 1943). Except that two types of scrapbooks and posters are filed in groups, the records are unarranged.

Records of the Naval Research Personnel Board, 1944-45

The Naval Research Personnel Board was convened by the Secretary of the Navy in March 1944 to facilitate the militarization of civilian specialists employed in certain laboratories and other technical establishments of the Navy so that the services of these specialists would not be lost by their induction into the armed forces. Records of other boards drawing part or all of their membership from the Bureau of Navigation are described in the Checklist of the Naval Records Collection and in the Checklist of the General Records of the Department of the Navy, 1804-1944.

GENERAL RECORDS OF THE BOARD. Mar. 1944-Sept. 19, 1945. 2 ft. 448

Relate to the basic policies, procedures, and decisions of the Board. The series includes general correspondence, investigative and other reports from such agencies as the War Manpower Commission and the Civil Service Commission, notices of induction into the Naval Reserve, requests for increase in complement of personnel, and minutes of the Board's meetings. A few items are marked "confidential." Unarranged.

APPENDIX

PARTIAL SUBJECT INDEX TO THE GENERAL CORRESPONDENCE OF THE BUREAU OF NAVIGATION, 1903-25

These subjects, selected from a much larger total number, are from the numerical-record cards described in entry 92. The number or numbers following the subject are those under which the correspondence for this period was filed; bracketed notations are those supplied by the author and are not on the cards.

- | | |
|--|---|
| <p>Abyssinia, 4143
 Accidents, 2295; aviation, 57360-4
 Addressographs, 7811
 Admiral of the Navy, Secretary to, 6024
 Advertising, 684, 6071
 Aero Club bulletins, 9356
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 Agriculture, Department of, 6008
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 Akron, Ohio, 20789
 Anacostia, D. C., 27116
 Bay Shore, Long Island, N. Y., 17673
 Brunswick, Ga., 50812
 Chatham, Mass., 30462
 Halifax, Nova Scotia, 40691
 Miami, Fla., 14228
 Montauk, Long Island, N. Y., 24285
 Moorehead City, N. C., 46033
 North Sydney, Nova Scotia, 40690
 Pensacola, Fla., 9321
 Rockaway, Long Island, N. Y., 22627
 San Diego (North Island), Calif., 20635
 Squantum, Mass., 15079
 Toronto, Canada, 22490
 Alaska, 2479
 Allotments, 2383
 Allowance books, 7198</p> | <p>Allowances, 7300; money, 7377
 Ammunition, 2849
 Amusements, 2807
 Anchorages, 524, 5648
 Anniversary exercises, 2366
 Annual report, 2217
 Applications
 In general, 3422, 4048
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 Carpenters, 529, 5524
 Collier officers, 668
 Commissioned officers, 2769
 Enlistment, 1920, 5705, 57358-03
 Naval Auxiliary Service, 7368
 Paymaster's clerks, 7260
 Professors of mathematics, 609
 Appointments, 3157
 Apprentices, 2405
 Appropriations, 1993, 9468, 57372; transfer of hospital, 1027
 Gunnery examination and engineering performance, 57372-05
 Instruments and supplies, 57372-03
 Naval Reserve, 57372-02
 Ocean and lake survey, 57372-04
 Stations, 57372-06
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 Armor plant, Government, 8551
 Army and Navy Medal of Honor Roll, 9701
 Army General Orders, 3088, 5561
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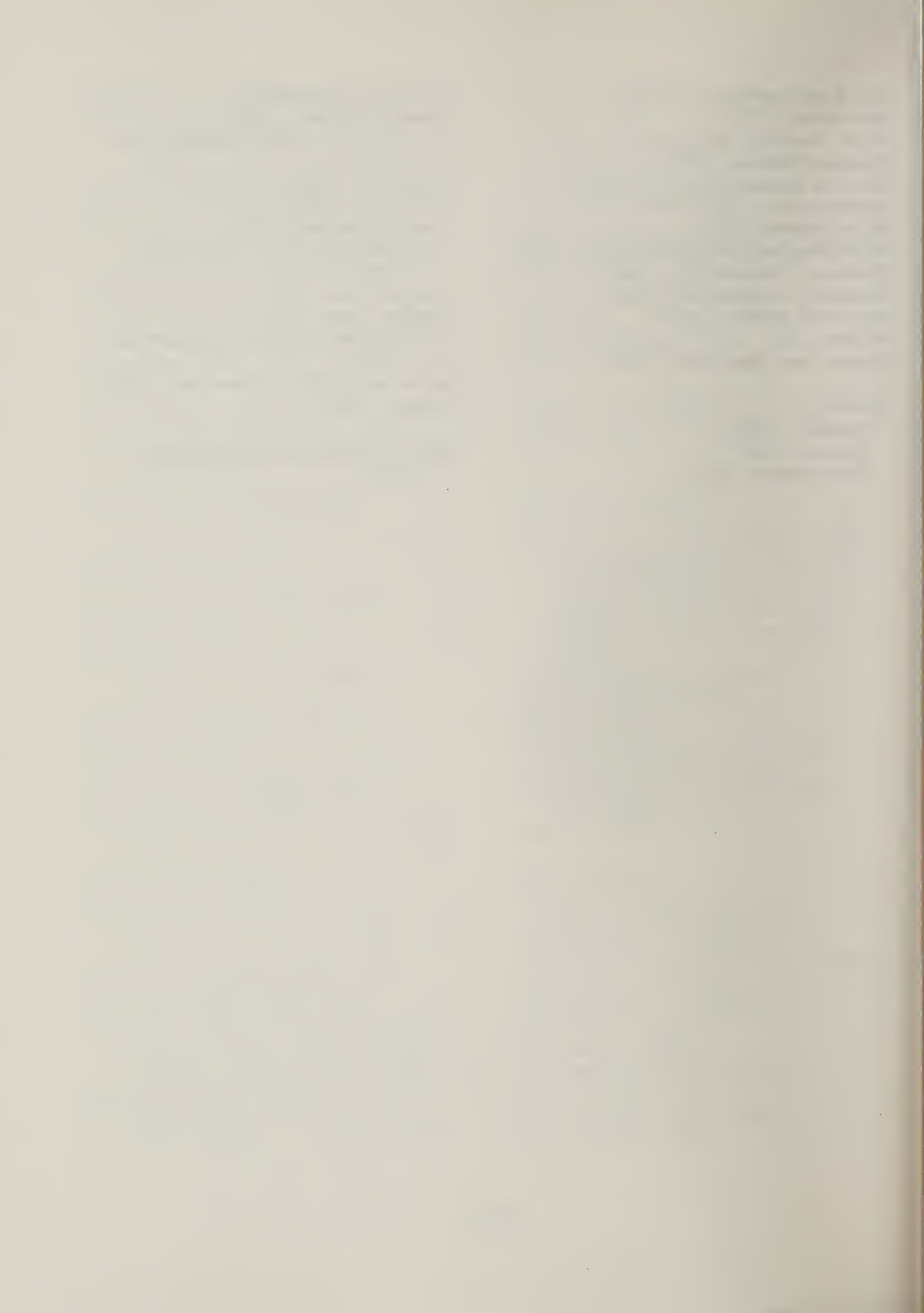
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For a list of other preliminary inventories, see the list of National Archives publications, which may be obtained upon request from the Exhibits and Publications Branch, National Archives, General Services Administration, Washington 25, D. C.

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ILLINOIS HISTORICAL SURVEY

PRELIMINARY



INVENTORIES

Number 124

RECORDS OF THE UNITED STATES DISTRICT COURT
FOR THE EASTERN DISTRICT OF PENNSYLVANIA

Compiled by Marion M. Johnson

Mary Jo Grotenrath, and

Henry T. Ulasek

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The National Archives
National Archives and Records Service
General Services Administration

Washington: 1960

PRELIMINARY INVENTORY OF THE RECORDS OF THE
UNITED STATES DISTRICT COURT FOR THE
EASTERN DISTRICT OF PENNSYLVANIA

(Record Group 21)

Compiled by Marion M. Johnson

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FOREWORD

To analyze and describe the permanently valuable records of the Federal Government preserved in the National Archives Building is one of the main tasks of the National Archives. Various kinds of finding aids are needed to facilitate the use of these records, and the first step in the records-description program is the compilation of preliminary inventories of the material in some 300 record groups to which the holdings of the National Archives are allocated.

These inventories are called "preliminary" because they are provisional in character. They are prepared as soon as possible after the records are received without waiting to screen out all disposable material or to perfect the arrangement of the records. They are compiled primarily for internal use, both as finding aids to help the staff render efficient reference service and as a means of establishing administrative control over the records.

Each preliminary inventory contains an introduction that briefly states the history and functions of the agency that accumulated the records. The records themselves are described series by series, that is, by units of records of the same form or that deal with the same subject or activity or that are arranged serially. Other significant information about the records may sometimes be given in appendixes.

When the record group has been studied sufficiently and the records have been placed in final order, the preliminary inventories will be revised and the word "preliminary" dropped from the title of the revision. Meanwhile, as occasion demands and time permits, special reports, indexes, calendars, and other finding aids to the record group will be prepared.

Several finding aids that give an overall picture of materials in the National Archives have been published. A comprehensive Guide to the Records in the National Archives (1948) and a brief guide, Your Government's Records in the National Archives (revised 1950), have been issued. Forty-four Reference Information Papers, which analyze records in the National Archives on such subjects as transportation, small business, and the Middle East, have so far been issued. Records of World War I have been described in the Handbook of Federal World War Agencies and Their Records, 1917-1921, and those of World War II in the two-volume guide, Federal Records of World War II (1950-51). Many bodies of records of high research value have been edited by the National Archives and reproduced on microfilm as a form of publication. Positive prints of some 10,000 rolls of this microfilm, many of which are described in the List of National Archives Microfilm Publications (1953), are now available for purchase.

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INTRODUCTION

The judicial power of the United States was originally defined in section 2 of article III of the Constitution as extending to "all Cases, in Law and Equity, arising under the Constitution, the Laws of the United States, and Treaties made, or which shall be made, under their Authority; to all Cases affecting Ambassadors, other public Ministers and Consuls; to all Cases of admiralty and maritime Jurisdiction; to Controversies to which the United States shall be a Party; to Controversies between two or more States; between a State and Citizens of another State; between Citizens of different States; between Citizens of the same State claiming Lands under Grants of different States, and between a State, or the Citizens thereof, and foreign States, Citizens or Subjects." This grant of judicial authority has been modified by constitutional amendment. Soon after the Constitution was adopted, a citizen of South Carolina sued the State of Georgia in a Federal court. The Supreme Court held, in Chisholm v. State of Georgia (2 Dall. 419), that the right to sue a State in the Federal courts was given by the Constitution. This interpretation became a subject of great complaint among the States and resulted in the 11th amendment to the Constitution, which provides that the "Judicial power of the United States shall not be construed to extend to any suit in law or equity, commenced or prosecuted against one of the United States by Citizens of another State, or by Citizens or Subjects of any Foreign State."

The judicial power of the United States is vested by the Constitution in "one supreme Court, and in such inferior Courts as the Congress may from time to time ordain and establish" (art. III, sec. 1.). Pursuant to this authority Congress enacted the Judiciary Act of September 24, 1789 (1 Stat. 73), which provided that the Supreme Court should consist of a Chief Justice and 5 Associate Justices and divided the country into 13 judicial districts, establishing in each a district court consisting of 1 judge called a district judge. The Judiciary Act also provided that the judicial districts, except those of Maine and Kentucky, be grouped into three circuits (the eastern, middle, and southern) and that there be held twice a year in each district a circuit court made up of the district judge and two Justices of the Supreme Court, any two of whom were to constitute a quorum.

On February 13, 1801, the Federal court system was radically altered. Less than 3 weeks before they went out of power the Federalists, seeking to entrench themselves in the judiciary, as their political opponents alleged, passed an act "for the more convenient organization" of the courts of the United States (2 Stat. 89). This act increased the number of judicial districts to 22 and directed the establishment of a district court in each. It doubled the number of circuits. In each of these circuits, except the sixth, there were to be appointed three new circuit judges and the Justices of the Supreme Court were no longer to sit in the circuit courts.

To the newly created positions President Adams appointed a large number of Federalists whom the Jeffersonians derisively dubbed "the midnight judges." A year later the victorious Jeffersonians repealed the 1801 acts relating to the judiciary and reenacted the former laws (2 Stat. 132). But some changes in the organization prescribed by the Judiciary Act of 1789 had become necessary, and they were made by an act of April 29, 1802 (2 Stat. 156). By it six circuits were again established, although with different boundaries. Only one Supreme Court Justice was assigned to each circuit. He and the district judge might hold the court together, or either could act alone, except that the appellate jurisdiction of the circuit court could be exercised only by the circuit justice, as a Justice of the Supreme Court sitting on circuit has always been styled.

This system remained unchanged until April 10, 1869, when an act of Congress (16 Stat. 44) authorized the President to appoint a circuit judge in each of the circuits and provided that each circuit judge was to have within his circuit all the powers which had been exercised by the circuit justice assigned to it. Although the act provided for Supreme Court Justices to attend a term of the circuit court at least once every 2 years, this requirement was little regarded.

The organization of the district courts, on the other hand, has remained substantially unchanged since 1789. Each judicial district, as a rule, had a single district judge until the increase in population and the resulting increase in work made it necessary to appoint two or more judges for the same district. From time to time the number of judicial districts, and of district courts, increased. The Judicial Code of 1911 (36 Stat. 1105) grouped 78 districts into 9 judicial circuits.

In defining the jurisdiction of the district and the circuit courts, the Judiciary Act of 1789 provided that both courts should share original jurisdiction in all cases involving crimes and offenses cognizable under the authority of the United States, all cases in which an alien sued for a tort in violation of the law of nations or a treaty of the United States, and all suits at common law in which the United States was the plaintiff. The district courts were given exclusive original jurisdiction over all civil cases of admiralty and maritime jurisdiction, all seizures on land, all suits for penalties and forfeitures incurred under laws of the United States, and all suits against consuls and vice consuls. The circuit courts were vested with original jurisdiction over suits where an alien was a party, suits between citizens of two States, and suits at common law or in equity where the amount in dispute exceeded \$500. The circuit courts were also given appellate jurisdiction from the district courts. Although the jurisdiction of the district and circuit courts was changed by subsequent legislation, the district courts were principally criminal, admiralty, and bankruptcy courts, possessing also authority to hear various actions brought by the United States. The mass of

civil litigation between private individuals and corporations tried in the Federal courts, either because of subject matter or diversity of citizenship, was heard in the circuit courts.

An act of March 3, 1891 (26 Stat. 826), established circuit courts of appeals, one in each circuit, and transferred to them the appellate jurisdiction of the circuit courts. The Judicial Code of 1911 (36 Stat. 1167) abolished the circuit courts on January 1, 1912, and transferred their remaining jurisdiction and records to the district courts, thus making the latter the principal Federal courts of original jurisdiction.

This preliminary inventory describes all the records that had been transferred to the National Archives by June 1959 of the following courts: the United States District Court and the United States Circuit Court for the Eastern District of Pennsylvania and the United States Circuit Court for the Western District of Pennsylvania that was in existence in 1801 and 1802. They are a part of Record Group 21, Records of District Courts of the United States, and amount to approximately 900 cubic feet. Most of the records relate to the period 1790-1911, with a few discrete items dated as early as 1753 and as late as 1934. Records of the United States District Court for the Eastern District of Pennsylvania after 1911 have been retained by the court or transferred to the Federal Records Center in Philadelphia.

The following record groups in the National Archives contain records relating to those described in this inventory: Record Group 60, General Records of the Department of Justice; Record Group 118, Records of United States Attorneys and Marshals; Record Group 204, Records of the Office of the Pardon Attorney; Record Group 206, Records of the Solicitor of the Treasury; and Record Group 267, Records of the Supreme Court of the United States.

RECORDS OF THE UNITED STATES DISTRICT COURT FOR THE
EASTERN DISTRICT OF PENNSYLVANIA

RECORDS OF THE UNITED STATES CIRCUIT COURT FOR THE
EASTERN DISTRICT OF PENNSYLVANIA

Of the three circuits into which the judicial districts of the United States were grouped by the Judiciary Act of 1789, the "middle circuit" consisted of the districts of New Jersey, Pennsylvania, Delaware, Maryland, and Virginia. The act provided that two "circuit courts" should be held annually in each of the districts; that the circuit courts for the Pennsylvania district should be held alternately at Philadelphia and York Town, now called York; that the first session should be held on April 11, 1790; and that later sessions should be held thereafter every 6 months from that date. The first session of the United States Circuit Court for the District of Pennsylvania was held at Philadelphia with James Wilson, Associate Justice of the Supreme Court of the United States, presiding. Terms of court were held regularly, at Philadelphia in April and at York in October, from 1790 through 1795, except for the October sessions for 1794, 1797, and 1798, which were adjourned by the marshal when the Supreme Court Justices and the district court judge failed to appear. The records for all sessions were kept at Philadelphia.

In 1796 Congress provided that commencing with the October session, 1796, all sessions were to be held at Philadelphia unless the judges in their discretion should direct otherwise (1 Stat. 463). In accordance with this provision, the October session, 1799, of the court was held at Norristown from October 11 through October 22. By an act of December 24, 1799 (2 Stat. 3), Congress provided that all suits, processes, and proceedings that were discontinued by the failure to hold court for the entire October session, 1799, should be revived and continued in the April session, 1800.

The reorganization of the Federal court system by the John Adams administration in 1801 (2 Stat. 89) resulted in the division of Pennsylvania into an Eastern and a Western District, each of which had a circuit court. The Circuit Court for the Eastern District was to meet at Philadelphia each year on the 11th of May and October. The next year, however, the Jefferson administration restored the previous organization of the Federal courts and transferred all pending matters to the reestablished courts (2 Stat. 132). The number of judicial circuits was soon increased to six, and the Districts of Pennsylvania and New Jersey comprised the third circuit (2 Stat. 157). The Circuit Court for the District of Pennsylvania was to consist of the Justice of the Supreme Court residing within the circuit and the district judge. The sessions of the court were to begin on the 11th of April and October of each year.

The District of Pennsylvania was again divided into two Federal judicial districts by an act of Congress of April 20, 1818 (3 Stat. 462).

The Western District, with its court seat at Pittsburgh, included the counties of Fayette, Greene, Washington, Allegheny, Westmoreland, Somerset, Bedford, Huntingdon, Centre, Mifflin, Clearfield, McKean, Potter, Jefferson, Cambria, Indiana, Armstrong, Butler, Beaver, Mercer, Crawford, Venango, Erie, and Warren. The Eastern District, with its court seat at Philadelphia, consisted of the other counties in Pennsylvania. The Circuit Court for the Eastern District was to have appellate jurisdiction over both Eastern and Western Districts and was to begin its sessions at the times previously designated for holding the Circuit Court for the District of Pennsylvania. The district court for the Western District, however, had all of the power of a circuit court except the appellate power. An act of May 26, 1824 (4 Stat. 50), transferred the following counties from the Eastern to the Western District: Susquehanna, Bradford, Tioga, Union, Northumberland, Columbia, Luzerne, and Lycoming. When the number of Federal judicial circuits was increased to nine in 1837 (5 Stat. 176), the Districts of Eastern Pennsylvania, Western Pennsylvania, and New Jersey comprised the third circuit.

Before the creation of separate circuit judgeships in 1869 the circuit courts usually deferred the trial of important cases until the Supreme Court Justice assigned to the circuit could be present. The records for this period, as well as the published reports of circuit court decisions, concern many important cases decided by the court, such as Wheaton v. Peters, the Girard trust cases, United States v. Fries, and United States v. Cooper (entries 14 and 17).

The original jurisdiction of the circuit courts was conferred by the Judiciary Act of 1789. Later laws, particularly an act of March 3, 1875 (18 Stat. 470), extended the courts' authority to additional classes of suits and liberalized provisions for the removal of cases from State courts. In general, where the amount in controversy exceeded \$500, the circuit courts had original jurisdiction over cases arising under the Constitution, laws, or treaties of the United States, cases in which there was a dispute between citizens of different States, and suits between citizens of a State and a foreign state or its citizens. An act of March 3, 1887 (24 Stat. 552), increased the amount necessary to confer jurisdiction from \$500 to \$2,000, exclusive of costs and interest. The original jurisdiction of the circuit courts also extended, irrespective of the amount in dispute, to suits between citizens of the same State claiming lands under grants of different States, to cases in which the United States was plaintiff or petitioner, and to all proceedings arising out of crimes and offenses against the United States, except as otherwise provided by law. A number of special laws also conferred on the circuit courts jurisdiction over other matters, such as those relating to the infringement of patents and copyrights, violations of civil rights and the elective franchise, importation of alien contract labor, registration of trademarks, transportation of passengers in merchant vessels, unlawful restraints of trade and monopolies, and controversies between trustees in bankruptcy and adverse claimants to property held by the trustees.

Until the establishment of circuit courts of appeal in 1891 the circuit courts also had appellate jurisdiction over final decrees and judgments of the district courts (26 Stat. 827). The appellate jurisdiction of the circuit courts is discussed on page 9.

The records of the circuit court described below were received in the National Archives from the District Court for the Eastern District of Pennsylvania, which had acquired them under the terms of the act of 1911 terminating the circuit courts effective January 1, 1912 (36 Stat. 1167). This act provided that all suits pending in the circuit courts were to be disposed of in the district courts as if they had been originally begun therein, "the record thereof being entered in the records of the circuit courts so transferred." The District Court for the Eastern District of Pennsylvania in some instances continued to add new cases to the dockets and the related case files of the former circuit court in that district. As a consequence, some of the records in several of the series described below postdate 1911 and are the result of litigations continued or initiated in the district court. The records consist mainly of case papers accumulated in the trial of cases coming before the circuit court, either originally or on appeal, and related dockets and minutes. Records relating to equity cases, mainly between private individuals and corporations on matters cognizable in the circuit courts, constitute the largest single series of records of the court.

GENERAL RECORDS

MINUTES. Apr. 1792-Dec. 30, 1911. 76 vols. 10 ft.

1

A record of the activities of the circuit court, showing dates of sessions, names of presiding judges, and, usually, judgments and orders of the court arising out of the litigation of all cases before it, original and appellate, civil and criminal. The minutes also record naturalization proceedings; the admission of attorneys to practice before the court; names of persons summoned to serve as grand and petit jurors; fines imposed upon defaulting jurors; findings and verdicts of juries; the settlement of cases by agreement; the appointment of clerks, United States commissioners, and other court officials; the approval of accounts submitted by various court officers; and the adoption of procedural rules and administrative regulations. The first volume contains entries from April 11 to October 23, 1795, that are duplicated in the second volume, and the latter contains entries for October 11 and 12, 1792, that are not in the first volume. Although two volumes relating to the period from 1849 to 1853 are labeled "Rough Minutes," they appear to be part of the regular series of minutes. Some of the volumes before 1847 contain lists of attorneys in the order in which the attorneys were admitted to practice. From 1847 to 1911 each volume contains an alphabetical index to names of attorneys admitted, plaintiffs in cases, officials appointed, and persons naturalized. Entries are chronological by date of session.

ROUGH MINUTES. June 14, 1790-Apr. 17, 1794; Mar. 19, 1858-Sept. 12, 1870. 2 ft.

Rough drafts of entries which were copied into the minute books of the court or used as the basis for more elaborate entries in them. Arranged chronologically by date of session. 2

MINUTES RELATING TO THE SELECTION OF JURORS. Sept. 5, 1842-Feb. 8, 1847. 1 vol. 1 in. 3

A record of proceedings of the court relating to the appointment of commissioners to select grand and petit jurors and to the selection of the jurors, showing dates of sessions, orders of the court appointing the commissioners and prescribing how jurors were to be selected, the taking of the oath of office by the commissioners, and lists of the jurors selected that usually show the occupation and address of each juror. The general minute books of the court contain condensed entries for the proceedings recorded in these minutes. Entries are chronological by date of session.

BONDS. 1841-1905. 4 ft. 4

Obligations undertaken by bondsmen and parties in appellate, law, and equity cases (1) to guarantee payment of costs or satisfaction of judgments in cases in the circuit court; (2) to guarantee payment of damages or costs in cases appealed to a higher court, or resulting from stays of execution of judgments; and (3) to ensure compliance with orders of the court in cases before it and faithful performance of duties as a receiver in bankruptcy. Arranged in rough chronological order by date of filing. For related case files, see entries 9 and 14.

UNIDENTIFIED CASE PAPERS. 1753-1911. 2 ft. 5

Deeds, letters, recognizances, depositions, newspapers, financial records, and other papers not clearly identified with a particular case but believed to have been originally filed in connection with the prosecution of law, equity, and criminal cases in the circuit court. Arranged in chronological order by date of document, with undated documents filed at the end of the group.

MISCELLANEOUS COURT PAPERS. 1795-1921. 2 in. 6

The most important of these papers is a draft of the decision of the court not to proceed upon the petition of John Hayburn to be enrolled for a veteran's pension. This was the first case in which a Federal court treated an act of Congress as being unconstitutional. The act of March 23, 1792 (1 Stat. 243), attempted to give the United States circuit courts the function of examining proofs in the settlement of pension claims of disabled veterans to determine the amount of monthly pay that would be equivalent to the disability ascertained and to certify their findings to the Secretary of War for use in compiling a pension list. In a letter of April 18, 1792, to President Washington the Circuit Court for the District of Pennsylvania objected to this function as being

clearly nonjudicial.¹ The decision is copied in the law and appellate dockets of the court at the end of the entries for the April session, 1792 (entry 8), where the petitioner's name is given as William Hayburn. Other papers include a jury list, 1795; rough notes concerning cases of various dates; a report of commissioners appointed by the court to select jurors, 1848; papers relating to memorial proceedings on the deaths of Thomas I. Wharton, 1856, and Charles Ingersoll, 1882, members of the bar of the court; a rule adopted by the court relating to the recovery of money due on a mortgage, 1857; an 1857 application by John Charles Laycock and an order of the court thereon that Laycock be admitted to the bar of the court as of 1842; and a copy of a letter from the Attorney General of the United States to the United States Attorney for the Eastern District of Pennsylvania concerning the keeping of Federal prisoners in State prisons, 1879. Arranged chronologically, with undated papers filed at the end of the group.

CORRESPONDENCE. 1795-1850. 1 in.

Letters received by Judge Richard Peters and by the marshal of the district from jurymen summoned to attend court, giving reasons why they should be excused from attending, 1795; drafts of letters sent by the judges of the circuit court to the President and to Commodore George C. Read, and a letter from the Secretary of the Navy to the judges, enclosing a copy of a Presidential order relating to the possibility of military aid to the court in the enforcement of the fugitive slave law, 1850; and a letter to Justice Robert C. Grier from Charles Gibbons, accompanied by a draft of Grier's reply, concerning the right of alleged fugitive slaves to present witnesses in their behalf, 1850. Arranged chronologically by date of letter. For related fugitive slave case files, see entry 20.

LAW AND APPELLATE RECORDS

The circuit court docketed and filed together in one series both its law cases in original jurisdiction and its appellate cases. The appellate power of the circuit courts over final decrees and judgments of the district courts was derived from the original Judiciary Act of 1789 (1 Stat. 79) and the act of March 3, 1803 (2 Stat. 244). It was exercised either by appeal, a proceeding which subjected both the law and the facts to a review; or by writ of error, a process which removed for reexamination only the law involved. The appellate jurisdiction extended, where the amount in controversy exceeded \$50, to all final decrees of the district courts in cases of admiralty and maritime jurisdiction (in which case the remedy was by appeal), and to all judgments in civil actions (in which case the remedy was by writ of error). Appeals to the

¹Charles Warren, The Supreme Court in United States History, p. 69-71 (Boston, 1935).

circuit court for a review of proceedings in bankruptcy were provided for in each of the first three national bankruptcy acts. In 1891 the circuit courts lost their appellate powers to the newly created circuit courts of appeal (26 Stat. 827).

DOCKETS. Oct. 27, 1790-Dec. 20, 1911. 27 vols. 6 ft. 8

A record of papers filed and proceedings held in the trial of (1) law cases in original jurisdiction and (2) cases appealed from the district court, chiefly in admiralty, with a few in law and bankruptcy. Entries for each case show the names of the parties, the attorneys for each litigant, a chronological listing of the filings and proceedings in the case, and usually a statement of the clerk's fees. Volume 1 is indexed by form of action and thereunder by name of plaintiff in the order in which the case was docketed; volume 2 is a copy of volume 1 without the index; volumes 3 through 7 are indexed alphabetically by plaintiff's name; volume 8 contains no index; and volumes 9 through 27 are indexed alphabetically by the names of both parties. Case entries are chronological by session of court and numerical thereunder by case number. From April 1908 to December 1911 only even numbers were used in numbering cases.

CASE FILES. 1790-1911. 170 ft. 9

Papers filed in (1) law cases in original jurisdiction and (2) cases appealed from the district court. The appellate cases are chiefly in admiralty, with a few in law and bankruptcy. The law case files, which constitute the greater part of the series, contain complaints, declarations, and narratios stating the plaintiffs' causes of action; demurrers, answers, replications, and other pleadings; summonses, stipulations, affidavits, interrogatories, depositions, and transcripts of oral testimony; motions and orders to show cause, to attach, to vacate attachments, to overrule demurrers, to dismiss complaints, to discontinue suits, and for other purposes related to the conduct of a law suit; statements of costs; disclaimers; opinions; notices of appeal, petitions for certiorari, and writs of certiorari; and related documents filed in the circuit court in actions at law. In suits removed from State courts, a certified copy of the case record in the State court is usually in the case file. The law records pertain generally to actions (1) in debt; (2) in assumpsit; (3) for trespasses on land; (4) in trespass on the case; and (5) for damages suffered by reason of ejectment from lands and tenements. Names of historic significance appear among the records in such cases as Lockett v. Aaron Burr (No. 10, April session, 1808); United States v. Stephen Girard (Nos. 5 and 6, October session, 1818); Wilson v. Thomas Edison (No. 7, April session, 1885); and Bluefield Steamship Co. v. United Fruit Co. (No. 1428, April session, 1911).

The appellate case files include petitions for a reversal or modification of decrees of the district court, praecipes, writs of error for the review of alleged mistakes of the district court, transcripts of the record of proceedings in the district court, bills of exceptions, court orders, assignments of error to rulings of the district court, decrees

affirming or reversing decisions of the district court, opinions, and related documents.

The law and appellate cases are interfiled in one series, arranged in three parts: (1) Cases filed between 1790 and 1899 are arranged alphabetically by name of plaintiff, chronologically thereunder by term of court, and numerically thereunder by case number; (2) cases filed between April 1900 and April 1907 are arranged chronologically by term of court and numerically thereunder by case number; and (3) cases filed between October 1907 and October 1911 are arranged in straight numerical order by case number. From No. 96, April term, 1908, through No. 1604, December term, 1911, only even numbers were used in numbering cases. For related minutes and case files, see entries 1, 36, 47, 49, 54, 62, 71, and 75.

PRAECIPES. 1792-1880. 8 ft.

Agreements of counsel for opposing parties to enter actions on the docket of the court and orders to the clerk of the court from plaintiffs' attorneys to issue writs to defendants, chiefly in law but also in equity cases. The orders to the clerk to issue writs usually show the kind of writ to be issued, the type of case involved, the amount claimed, and date on which the writ was returnable. Arranged chronologically by term of court and numerically thereunder by case number. For related equity case files, see entry 14. 10

WRITS. 1790-1907. 32 ft.

Writs of many types in law cases, including *capias ad respondendum*, *scire facias*, *fieri facias*, *venditioni exponas*, and *habere facias possessionem*, directing the marshal of the district to bring defendants into court and to execute judgments; writs of *venire facias* directing the marshal to summon grand and petit jurors; and a comparatively small number of subpoenas in equity and summonses to defendants in law cases. The writs usually bear the marshal's return, showing his execution of the orders contained in the writs or his service of the writs on the parties concerned. Arranged chronologically by term of court. For related case files, see entries 9 and 14. 11

PETITIONS CONCERNING WRITS OF ERROR TO THE PENNSYLVANIA SUPREME COURT FROM THE UNITED STATES SUPREME COURT. 1878-95. 3 in.

Petitions by appellants for the allowance of writs of error to the Supreme Court of Pennsylvania from the Supreme Court of the United States in cases in which an appeal from the former court to the latter was desired. The petitions are addressed either to the Chief Justice of the Supreme Court of Pennsylvania or a member of the Supreme Court of the United States and are accompanied by affidavits that the facts stated in the petitions are true and correct and that the writ of error is not intended for delay. Most of the cases involved are law cases, with a few criminal and equity cases. The filing of the petition, allowance of the writ of error and citation, and issuance of the writ of error are noted in the law and appellate dockets of the circuit court (entry 8). Arranged chronologically by date of filing of the petition. 12

EQUITY RECORDS

The basis of equity jurisdiction in the Federal courts is laid in the provisions of the Constitution and the laws of the United States. This jurisdiction, as provided in section 16 of the original Judiciary Act of 1789, is not exercised in any case where a "plain, adequate, and complete remedy may be had at law." At the time the Constitution was framed the distinction between law and equity as known in England was recognized, and the equity jurisdiction conferred on the Federal courts by that instrument was the same as that possessed by the High Court of Chancery in England. Whereas the procedure in law cases in Federal courts before 1938 was similar to existing procedures in like cases in the courts of the State within which such Federal courts were held, the practice in Federal equity was uniform throughout the country. This practice was in large part regulated by rules first prescribed in 1822 by the Supreme Court. These rules were replaced by another set adopted by the Court in 1842 which remained substantially unaltered until 1913, when an entirely new set went into effect. The Federal Rules of Civil Procedure, effective in 1938 after their adoption by the Supreme Court, prescribed a uniform procedure for law and equity cases, with one form of action to be known as "civil action."

In the Federal court system, the circuit courts exercised, with some minor exceptions, jurisdiction in equity matters. It appears that the major activity of the United States Circuit Court for the Eastern District of Pennsylvania was the litigation of equity cases. Upon the termination of the circuit courts in 1911, jurisdiction over equity cases was transferred to the district courts of the United States.

DOCKETS. Aug. 30, 1792-Dec. 20, 1911. 18 vols. 4 ft. 13

A record of papers filed and proceedings held in the conduct of each equity case from its initiation to its final disposition. Entries for each case show the names of parties complainant and respondent, the names of attorneys, a chronological listing of the filings and proceedings, and a statement of the clerk's fees. Volumes 1 and 2 contain an alphabetical index by name of complainant; volumes 3 through 18 contain an alphabetical index by names of both parties. Case entries are chronological by session of court and numerical thereunder by case number. For cases docketed before the October session, 1792, see entry 8.

CASE FILES. 1790-1911. 420 ft. 14

Bills of complaint, proofs of service of bills of complaint, and amended bills; demurrers, orders overruling demurrers, answers, and replications; praecipes; subpoenas; stipulations; depositions, affidavits, and transcripts of testimony, petitions for rules to show cause, to stay proceedings, to produce documents, and to distribute assets; notices of motions; motions for extension of time to take testimony; motions for preliminary and perpetual injunctions, and motions to dismiss complaints; orders granting or denying petitions and motions and referring petitions

to Special Masters for consideration; reports of Special Masters; bonds on restraining orders; rules for attachment; exhibits such as letters patent, contracts, wills, accounts, minutes of meetings, statistical tables, newspapers, magazines, advertising posters, books, correspondence, and related evidentiary material; notices of appeal, petitions to the Supreme Court for certiorari, and writs of certiorari; final decrees and opinions; and other related papers filed in the circuit court in equity suits. Cases arising from patent and trademark infringements and violations of copyright are the most numerous. Other actions include suits based on libel; defamation of character; fraudulent misrepresentation; agreements and conspiracies in restraint of trade and commerce; equitable conversion; waste; and nuisance. A notable copyright case is that of Wheaton v. Peters (No. 1, October session, 1831), a suit by one official Supreme Court reporter against his successor. The decision of the Circuit Court for the Eastern District of Pennsylvania was affirmed by the Supreme Court of the United States (8 Peters 591). Also among the records are the important Girard trust cases: Girard v. The Mayor, Alderman, and Citizens of Philadelphia (No. 1, October session, 1836); Girard v. The City of Philadelphia (No. 3, October session, 1859); and Girard's Heirs v. The City of Philadelphia (No. 18, October session, 1860). The first of these reached the Supreme Court under the name of Vidal et al. v. Girard's Executors (2 How. 127), where the decision of the circuit court upholding the Girard College trust was affirmed. Other cases worthy of note include the following: Hale v. Porter et al. (No. 14, October session, 1888), an action involving the copyright on The Man Without a Country and other stories by Edward Everett Hale; American Mutoscope and Biograph Company v. Lubin (Nos. 26 and 27, April session, 1903), one of the earliest cases on motion picture copyright violations; Thodorovich v. Franz Josef Beneficial Society (No. 29, April session, 1907), a leading case on misrepresentation; and numerous cases involving railroads. The case files are arranged in three parts as follows: (1) Cases from 1790 through 1903 are arranged in alphabetical order by name of plaintiff and thereunder by session of court and case number; (2) cases from April 1904 through April 1907 are arranged chronologically by session of court and thereunder numerically by case number; and (3) cases from October 1907 through December 1911 are arranged in straight numerical order by case number, 1-801. At the end of the circuit court equity cases are a few district court equity case files in cases pending in the October session, 1911, when jurisdiction shifted from the circuit courts to the district courts. For related case papers, see entries 4, 10, and 11.

HABEAS CORPUS RECORDS

The writ of habeas corpus is generally regarded as the most famous writ in the law, having been employed for many centuries to remove illegal restraint on personal liberty. In the United States the writ has been used to maintain the supremacy of the Constitution, laws, and trea-

ties of the United States, and to protect personal liberty against unlawful restraints, insofar as the duty lies within the purview of the Federal Government. The Federal Constitution provides that "the Privilege of the Writ of Habeas Corpus shall not be suspended, unless when in Cases of Rebellion or Invasion, the public Safety may require it" (Art. 1, sec. 9). Accordingly, the First Congress by the 14th section of the original Judiciary Act (1 Stat. 81) gave to all the United States courts the power to issue writs of habeas corpus. This act and subsequent legislation (4 Stat. 634; 5 Stat. 539; 14 Stat. 385) expanded the jurisdiction of the Federal courts to embrace four classes of cases of persons alleged to be restrained of their liberty: (1) by color of the authority of the United States; (2) for an act done or omitted in pursuance of a law of the United States; (3) in violation of the Constitution, laws, or treaties of the United States; and (4) being subjects of a foreign state, for an act done or omitted under any alleged right, title, authority, or privilege claimed under the sanction of any foreign state, the validity and effect whereof depends upon the law of nations.² The writ is also used where it is necessary to bring a prisoner into court to testify.

CASE FILES. 1848-62. 6 in.

15

Petitions for writs of habeas corpus, writs of habeas corpus endorsed with the returns of the marshal, depositions, and warrants. Most of the cases originated in the arrest of fugitive slaves or people opposed to the Union cause in the Civil War. Of special interest is United States ex. rel. Jenkins et al. v. Chollet (October term, 1853), containing an opinion by Justice Grier of the Supreme Court. Arranged chronologically by date of filing of the petition. For other papers relating to habeas corpus proceedings, see entry 17.

CRIMINAL RECORDS

The Constitution defines treason (art. III, sec. 3) and authorizes Congress to punish the counterfeiting of coins and securities of the United States, piracies and felonies committed on the high seas, and offenses against the law of nations (art. I, sec. 8). The great mass of Federal criminal jurisdiction, however, rests upon the constitutional authority of Congress to enact laws "necessary and proper" to the execution of specifically conferred powers. The first Federal law to prescribe a penalty dealt with revenue frauds (1 Stat. 39) and antedated the creation of the Federal court system. The Crimes Act of 1790 (1 Stat. 112) defined such offenses as treason, misprision of felony, forgery, and bribery and prescribed the punishment for each. The Federal law was extended in 1825 to provide for the punishment of persons committing arson on Federal property (4 Stat. 115), and, in 1859, of persons committing

²C. L. Bates, Federal Procedure at Law, p. 384-385 (Chicago, 1908).

depredations on timber lands of the United States (11 Stat. 408). Thus, gradually, act by act, the national criminal law developed. In 1874 obsolete provisions in the Federal criminal law were repealed, inconsistent provisions were reconciled, and the other prisons were consolidated into Title LXX of the Revised Statutes of the United States. The national criminal laws were again overhauled by an act of March 4, 1909 (35 Stat. 1088), known as the Criminal Code of 1909.

The original Judiciary Act of 1789 vested in the circuit courts of the United States jurisdiction "of all crimes and offenses cognizable under the authority of the United States, except where this act otherwise provides, or the laws of the United States shall otherwise direct, and concurrent jurisdiction with the district courts of the crimes and offenses cognizable therein." When the circuit courts were abolished in 1911, all original jurisdiction in Federal criminal matters passed to the district courts of the United States.

DOCKETS. Oct. 6, 1879; Sept. 5, 1883; Jan. 7, 1901; July 24, 1901; Nov. 11, 1901. 1 vol. 1 in.

A record of papers filed and proceedings held in each of nine criminal cases, including entries relating to indictments, motions to quash, arraignments, nolle prosequis, demurrers, commitments, and discharges. Several entries show lists of jury panels, challenges, and the final composition of the jury. Most of the cases involve charges of murder or manslaughter. Case entries are chronological by term of court and numerical thereunder by case number. 16

CASE FILES. 1791-1883. 6 ft.

Bills of indictment, ignoramuses, motions to quash indictments, pleas of defendants, nolo contendere, nolle prosequis, subpoenas duces tecum and ad testificandum, recognizances, writs of habeas corpus, commitments, orders for payment of witnesses, and related records filed in criminal actions. The cases involve such crimes as treason; sedition; larceny; receiving stolen property; mutiny, piracy, assault and battery, and murder on the high seas; criminal libel; robbery and obstruction of the mails; counterfeiting; forgery; conspiracy; engaging in the slave trade; neutrality violations; unlawfully waging war; smuggling; harboring fugitive slaves; and almost every other crime and misdemeanor punishable under the laws of the United States. Many of the early cases relate to violations of the Alien and Sedition Acts of 1798. Of special interest are the cases of United States v. Fries (No. 1, April session, 1799, and No. 1, April session, 1800), for treason; United States v. Duane (Nos. 2 and 3, October session, 1799, and No. 19, April session, 1800), for libel against the United States Senate; and United States v. Cooper (No. 21, April session, 1800), for libel against President John Adams. Also worthy of note in relation to the Olmstead Affair (entry 36) is the case of United States v. Bright et al. (No. 1, April session, 1809), for forcibly resisting the service of process from the Federal court. Some case files 17

consist solely of the bill of indictment; others are voluminous with various types of papers. Included also are a few grand jury presentments. From 1791 to 1798 the case files are arranged alphabetically by defendant's name and from 1799 to 1883 chronologically by session of court and numerically thereunder by case number. For separate habeas corpus case files, see entry 15.

RECORD IN CRIMINAL CASES. Oct. 7, 1861-Apr. 3, 1865. 1 vol. 3 in.

18

Proceedings and copies of various papers in cases remitted to the circuit court in October 1861 by the district court in accordance with an act of Congress of August 8, 1846 (9 Stat. 72). Included are indictments, writs of *habeas corpus*, recognizances, appearances, recommendations by grand juries that cases be remitted by the district court to the circuit court, orders of the district court directing that cases be remitted, and related papers. The act of Congress provided that indictments in capital cases should be remitted to the circuit court and other indictments could be remitted when the district court thought that difficult and important questions of law were involved. Most of the cases in the volume involve indictments for treason and piracy against Confederate privateers. Case entries are numerical by case number. The volume contains an alphabetical index by name of defendant. For related district court records, see entries 88 and 89.

PARDONS. 1835-66. 3 in.

19

Original Presidential pardon papers filed in criminal cases, covering remissions from fines and costs as well as pardons from sentences. Included are pardons signed by Presidents Andrew Jackson, Martin Van Buren, John Tyler, James K. Polk, Zachary Taylor, Millard Fillmore, Franklin Pierce, and Andrew Johnson. The pardons relate to such offenses as robbery of the mails, assault and battery and revolt on the high seas, counterfeiting, and forgery. Arranged chronologically by date of filing.

FUGITIVE SLAVE RECORDS

As part of the Compromise of 1850, an act of Congress of September 18, 1850 (9 Stat. 462), provided that claimants of fugitive slaves might recover them by applying to Federal judges and commissioners for warrants for the arrest of the fugitives, or by arresting them and taking them before the judges or commissioners to establish ownership. The testimony of the fugitives was not to be admitted in evidence. The act provided for the punishment of anyone who interfered with its enforcement.

CASE FILES. 1850, 1855, 1857, 1858, and 1860. 1 in.

20

Affidavits of ownership of fugitive slaves, depositions, records of proceedings in the claimant's State to establish ownership of the slaves, warrants for the arrest of the fugitives, and certificates of ownership issued by the court. An interesting case is that of the fugitive Moses

Honner in 1860, which includes notes of testimony, an opinion of the judge, an affidavit of the claimant that he feared a rescue of the slave would be attempted, and the marshal's account for extra expenses in preparing to resist such an attempt. The case files are arranged chronologically by date of filing of the case.

RECORDS OF THE CLERK OF THE COURT

The Judiciary Act of 1789 provided that the clerk of the district court, appointed by the district judge, should also serve as clerk of the circuit court. In the brief period of 1801-2 and again after February 28, 1839, all the circuit courts were given the power to appoint their own clerks (2 Stat. 97, 132; 5 Stat. 322).

As the officer responsible for maintaining and preserving the records of the court, the clerk was charged by law with a number of related duties, such as (1) taking recognizances of special bail de bene esse in any matter pending in the court, and issuing writs of error returnable to the Supreme Court of the United States (1 Stat. 278); (2) administering oaths, taking acknowledgments, and taking and certifying affidavits and depositions (1 Stat. 278, 10 Stat. 163); (3) publishing notices of special sessions to try criminal cases (1 Stat. 334); and (4) transmitting certified copies of naturalization papers to the Secretary of State (1 Stat. 567).

CORRESPONDENCE. 1800-1902. 1 in.

21

Letters received by the clerk, 1800-1902 (with gaps), from attorneys and parties in cases concerning the conduct of cases before the court, from Treasury Department officials concerning the satisfaction of judgments in favor of the United States and the amount of fees the officials could charge, and from clerks of other courts sending or acknowledging receipt of records and copies of forms; and copies of two letters sent by the clerk, 1858, to the Clerk of the Supreme Court of the United States regarding bonds in cases appealed to the Supreme Court. Arranged in two parts, letters received and letters sent, and chronologically within each by date of letter.

REPORTS. 1874-1910. 4 in.

22

Copies of reports made by the clerk, consisting of (1) quarterly reports to the Commissioner of Internal Revenue, 1879-93 (with gaps), stating that no money had been paid into court in internal revenue cases or in suits on bonds of Collectors of Internal Revenue; (2) reports to the Attorney General of semiannual inventories of nonconsumable property and supplies in the clerk's office, 1897-1910; and (3) a general group, 1874-1902 (with gaps), composed of reports (a) to the Department of Justice, listing the officials of the court and the Department of Justice in the district and giving information concerning them for inclusion in the Register of the Department of Justice; (b) to the Solicitor of the

Treasury, on judgments and decrees in Government cases, showing the name of the defendant, date each case was commenced, date and amount of the judgment in the case, when execution was issued, when it was returnable, and nature of the return; (c) to the Solicitor of the Treasury, on the filing of Government cases, showing the date each case was commenced, name of the defendant, and nature and amount of the claim involved; (d) to an unidentified addressee, showing the number of cases commenced during the fiscal year to which the United States was not a party, the number terminated, the number and the amount of judgments for the plaintiffs, and the number and amount of judgments for the defendants; (e) to an unidentified addressee, showing amounts of money received and expended during the fiscal year in bankruptcy cases and the status of such cases; and (f) to the President of the Board of United States General Appraisers, on the status of General Appraisers' customs cases in the district. The reports are arranged in the three groups indicated and chronologically within each group by date of report.

RECEIPTS FOR DOCUMENTS. ca. 1800-1830. 6 in.

23

Receipts given to the clerk of the court by attorneys for documents delivered to them as counsel for parties in cases or lent to them. Arranged alphabetically by plaintiff's name in the cases involved and chronologically thereunder, with receipts which concerned more than one case, or which did not name a case, filed chronologically in a group at the end of the series.

APPOINTMENT PAPERS. 1847-94. 7 in.

24

Petitions, recommendations, court orders, copies of commissions or certificates of appointment, oaths of office, and resignations relating to (1) United States Commissioners and (2) such minor court officers as commissioners for the extradition of criminals to foreign nations, bailiffs, and supervisors of elections. The first group constitutes much the larger part of the series. The papers are arranged in the two groups indicated and chronologically thereunder by date of filing.

LOYALTY OATHS OF ATTORNEYS. 1865-67. 1/2 in.

25

Civil War oaths of loyalty to the United States taken by members of the bar of the court under an act of Congress of January 24, 1865 (13 Stat. 424). Arranged chronologically by date of filing.

RECORDS OF THE UNITED STATES CIRCUIT COURT FOR THE
WESTERN DISTRICT OF PENNSYLVANIA

The Circuit Court for the Western District of Pennsylvania was first established by the act of February 13, 1801 (2 Stat. 89). The Western District consisted of all of Pennsylvania west of the Susquehanna River "and the northeast branch thereof, to the line betwixt Northumberland and Luzerne counties; thence westwardly along said line betwixt Northumberland and Luzerne, and betwixt Luzerne and Lycoming counties, until the same strikes the line of the state of New York . . ." The

subject-matter jurisdiction of the circuit court for the district was the same as that of the circuit court for the Eastern District. The seat of the court was at Bedford, and its sessions were to begin on the 25th of June and November of each year. The Western District and its circuit court, however, were abolished by the act of March 8, 1802 (2 Stat. 132), not to be revived until 1818. The records of the court and all its pending cases were transferred to the reestablished Circuit Court for the District of Pennsylvania.

DOCKETS. June 25, 1801-June 25, 1802. 1 vol. 1/4 in.

26

A record of papers filed and proceedings held in law and equity cases. Entries show the case title, names of attorneys, and a chronological listing of the filings and proceedings in each case. Also included are minute entries showing the dates of meetings of the court, judges present, the appointment of the clerk of the court, the admission of attorneys to practice before the court, a copy of the bond executed by the clerk, grand jury lists, and reports of grand juries. Case entries are chronological by session of court and numerical thereunder; minute entries are chronological by session and date of meeting of court.

CASE FILES. 1801-2. 1 in.

27

Praecipes, writs of summons and capias, bonds, and related papers filed in the court in law and equity cases, most of which involve suits for debts. The case files are arranged chronologically by session of court and numerically thereunder by case number.

WRITS OF VENIRE FACIAS. 1801-2. 11 p.

28

Writs of venire facias directing the marshal to summon jurors together with panels of jurors thereby chosen. Arranged chronologically by date on which the writ was returnable.

CLERK'S BOND. 1801. 3 p.

29

A bond executed by Josiah Espy, clerk of the court, and his sureties for the faithful performance of his duties.

RECORDS OF THE UNITED STATES DISTRICT COURT FOR THE EASTERN DISTRICT OF PENNSYLVANIA

By the Judiciary Act of 1789 the State of Pennsylvania was constituted one of 13 judicial districts, and Philadelphia and York were named as alternate seats of the district court (1 Stat. 74). The minutes of the court, however, do not show that any sessions of the court were held at York. Sessions of the court were to begin on the second Tuesday of November 1789 and on the corresponding day of every third calendar month thereafter. On September 26, 1789, Francis Hopkinson was appointed the first judge for the district.

Although an act of February 13, 1801 (2 Stat. 89), divided the District of Pennsylvania into Eastern and Western Districts no additional

district court was set up and the district court for the newly named Eastern District of Pennsylvania continued to function as the only district court in Pennsylvania. On July 1, 1802, the name of the court reverted to District Court for the District of Pennsylvania (2 Stat. 132).

By an act of April 20, 1818 (3 Stat. 462), Congress again divided the District of Pennsylvania into two judicial districts, Western and Eastern, each of which had its own district court. The territory of the two districts, both under this act and after the boundaries were changed in 1824, is described on pages 5 and 6.

On March 3, 1911, Pennsylvania was divided into three judicial districts, Eastern, Middle, and Western (36 Stat. 1123). The Eastern District was composed of the counties of Berks, Bucks, Chester, Delaware, Lancaster, Lehigh, Montgomery, Northampton, Philadelphia, and Schuylkill. Sessions of court were to begin at Philadelphia on the second Monday in March and June, the third Monday in September, and the second Monday in December. Each session was to continue until the succeeding session began.

Until the judicial reorganization of 1911 the activities of the United States District Court for the District of Pennsylvania centered around the adjudication of admiralty and bankruptcy matters, various actions brought by the United States, and minor criminal violations. On January 1, 1912, the district court assumed the work of the terminated circuit court in its district (36 Stat. 1167).

Some records of the district court after 1911 relating to cases transferred from the terminated circuit court and to some cases initiated by the district court are docketed and filed with records of the Circuit Court for the Eastern District of Pennsylvania. The records of the district court described below consist chiefly of case files created before 1912 and related dockets, indexes, and minutes.

GENERAL RECORDS

MINUTES. May 1790-Dec. 29, 1911. 155 vols. 15 ft.

30

A record of the activities of the district court, showing dates of sessions, names of presiding judges, and judgments and orders of the court arising out of the litigation of cases in every area of jurisdiction. The minutes also record the admission of attorneys to practice before the court, names of persons summoned to serve as grand and petit jurors, findings and verdicts of juries, sentences imposed, agreements for the settlement of cases, forfeitures by defendants for failure to appear, appointments of clerks, approval of administrative accounts submitted by various officers of the court and adoption of procedural rules. The last volume contains a record of funds turned over to the district

court when the circuit court was abolished at the end of 1911. There is also a copy of an inventory of nonconsumable property in the possession of the clerk of the circuit court at that time.

The records consist of 8 unnumbered volumes and 147 numbered volumes. Although volumes 1-54 of the numbered volumes are labeled "Rough Minutes," they appear to be part of the regular series of minutes. The first unnumbered volume contains a chronological index to cases heard, witnesses, naturalizations, and attorneys admitted to practice before the court up to October 7, 1796. The fourth unnumbered volume contains a chronological index to attorneys admitted to practice. For bankruptcy minutes under the act of 1841, see entry 59. For criminal minutes, 1789-91, see entry 87.

ROUGH MINUTES. 1789-94. 3 in.

Notes of proceedings in court, apparently the basis for preparing the engrossed minutes of the court. Arranged chronologically by date of meeting of the court. 31

MINUTES RELATING TO THE SELECTION OF JURORS. Apr. 14, 1842-Jan. 18, 1848. 2 vols.

A record of proceedings in the district court relating to the appointment of commissioners to select grand and petit jurors and to the selection of the jurors, showing dates of sessions of the court, orders of the court appointing the commissioners and prescribing how jurors were to be selected, the taking of the oath of office by the commissioners, and lists of the names, occupations, and addresses of the jurors selected. Entries are chronological by date of session. The general minutes of the court contain condensed entries for some of the proceedings recorded in these minutes. 32

MINUTES OF JURY COMMISSIONERS. Jan. 3, 1845-Jan. 3, 1848. 1 vol. 33

A record of the meetings of commissioners appointed by the district court to select grand and petit jurors, showing dates of meetings, names of the commissioners present, and dates to which the meetings were adjourned. Entries are chronological by date of meeting.

UNIDENTIFIED CASE PAPERS. 1790-1918. 10 in.

Affidavits, correspondence, exhibits, and other case papers in every area of jurisdiction not clearly identified with a particular case but believed to have been filed in district court cases. Included are papers in several cases against the United States, 1887-90, and a case in the United States Commissioner's Court in 1897. Arranged chronologically by date of document. 34

ADMIRALTY RECORDS

Article III, section 2, of the Constitution provides that the judicial power of the United States shall extend "to all Cases of admiralty and maritime Jurisdiction." In a series of decisions, the Supreme Court

has interpreted this grant of authority as extending not only over the high seas but over all public navigable waters as well, including interior lakes, rivers, and canals. The Judiciary Act of 1789 (1 Stat. 76) conferred original jurisdiction in admiralty and maritime cases exclusively on the district courts of the United States, but reserved to all suitors "the right of a common law remedy, where the common law is competent to give it." The act provided for admiralty appeals from the district courts to the circuit courts of the United States. This provision was abolished in 1891 (26 Stat. 826) upon the creation of the circuit courts of appeals, which became the final courts of appeal in admiralty except that for certain questions, including those concerning jurisdiction, constitutionality, and prizes, provision was made for direct appeal to the Supreme Court.

Apart from statutory provisions as to registry, licensing, regulation, inspection, navigation, and seizure and forfeiture of vessels and cargo, American admiralty law deals with such matters as prizes, ransom, and military salvage; petitory suits to try title to a ship independently of possession of the vessel; possessory actions to recover ships to which a party is entitled by right; and a great variety of maritime contracts and torts. Typical maritime contracts relate to charter parties; affreightment; the carriage of passengers and their baggage, and the carriage of goods; marine insurance; demurrage; pilotage, towage, lighterage, wharfage, and stowage; the purchase of supplies and repairs; salvage; general average; bottomry and respondentia; seamen's wages; and the maintenance and care of ill and injured seamen. Typical maritime torts involve collision; loss of or injury to a cargo; and personal injury or ill usage arising between the master or officers on one hand and the seamen or passengers on the other.³

Suits and proceedings in admiralty may be in rem, against a thing, usually a ship, in which case the relief sought is confined to the thing, although the suit may have arisen out of transactions between persons; or in personam, against an individual, in which case relief is sought against a particular person. One of the significant features of maritime law is the limitation of liability. In the United States limitation of liability rests upon the statutes of March 3, 1851 (9 Stat. 635), and June 26, 1884 (23 Stat. 57). Under these laws a shipowner may limit both his maritime and nonmaritime liability to the value of his vessel or its freight after any disaster, act, loss, or damage incurred without his knowledge, fault, or neglect.

DOCKETS. May 27, 1802-Dec. 13, 1910. 11 vols. 2 ft.

35

A record of papers filed and proceedings held in admiralty cases,

³E. C. Benedict, The American Admiralty; Its Jurisdiction and Practice, p. 158-184 (Albany, 1910).

showing case numbers and titles, names of attorneys, nature of the suit, amount involved, and a chronological listing of the steps in the conduct of each case. Case entries are numerical by case number. Volumes 1 through 9 contain alphabetical indexes by name of libelee; volume 10 and volume 11 (which is labeled volume 1, 1907-1910) contain indexes by names of both libelant and libelee.

CASE FILES. 1789-1911. 155 ft.

36

Libels and amendments to libels; informations; monitions; answers, counterclaims, and cross-claims; interrogatories, depositions, and transcripts of oral testimony of witnesses; commissioners' reports relating to the taking of testimony, questions of account, the ascertainment of damages, and similar matters; orders and decrees of the court, both interlocutory and final; contracts, charter parties, shipping articles, crew lists, ships' logs, reports of surveys for repairs, invoices, and other records entered as exhibits; petitions, appraisal reports, and related documents filed in limitation of liability suits; and bills of costs, notices of appeal, and other records filed in the district court in admiralty actions. The cases involve actions for damages arising from collision; for breach of contract for services or goods, chiefly based on claims for seamen's wages and materials and supplies furnished; and for pilotage, towage, and wharfage fees, bottomry, and marine insurance. The files include such famous cases as Olmstead et al. v. Clarkson (1797) and Olmstead et al. v. Rittenhouse's Executors (1802), preliminaries in a controversy that ultimately reached the Supreme Court as United States v. Judge Peters (1809; 5 Cr. 115) and established the principle that the legislature of a State can neither annul the judgments nor determine the jurisdiction of the courts of the United States. (See entry 17 for a case involving criminal charges arising from further State opposition to this ruling.) Cases for the period 1789-1867 are arranged chronologically by year and thereunder alphabetically; cases for the period 1868-1911 are arranged chronologically by year and numerically thereunder by case number. For cases involving forfeitures of ships and cargoes for violations of Federal laws, see entry 77.

"RECORDS IN ADMIRALTY." Jan. 20, 1860-Sept. 1, 1862. 1 vol. 3 in.

37

Proceedings and copies of papers filed in cases within the period indicated. Case entries are arranged chronologically by filing date of case. The volume contains an alphabetical index by name of ship libeled. For related case files, see entry 36.

STIPULATIONS FOR LIBELANTS' COSTS. Jan. 16, 1849-July 15, 1913.

10 vols. 3 ft.

38

Agreements entered into by libelants and their sureties pursuant to the provisions of admiralty law and the procedural rules of the district court, specifying that libelants pay all costs and expenses that might be awarded against them by final decrees of the district court or, on

appeal, of the appellate court. Actions included are based on suits (1) in damages for torts such as collision resulting in personal injury or destruction of property and (2) for breach of contracts relating to the operation of vessels and the carrying of cargo. Many of the entries include a reference to the case number of the action involved. Entries of stipulations are chronological by date of filing. For related case files, see entry 36.

STIPULATIONS FOR CLAIMANTS' OR RESPONDENTS' COSTS. Feb. 8, 1849-Mar. 16, 1907. 7 vols. 2 ft. 39

Agreements entered into by claimants and respondents and their sureties similar to those entered into by libelants, described in entry 38. Entries of stipulations are chronological by date of filing. For related case files, see entry 36.

BONDS FOR COSTS ON APPEAL. Aug. 1, 1851-Oct. 23, 1912. 2 vols. 3 in. 40

Stipulations made by parties in admiralty suits appealing decisions of the district court, providing that appellants and their sureties pay all costs and charges if the circuit court should rule against them on appeal. Entries are chronological by date of the bonds. For related case files, see entry 36.

BILLS OF COSTS. 1846-73. 5 in. 41

Brief statements itemizing court costs in admiralty cases. Arranged in rough chronological order by date of filing. For related case files, see entry 36.

RECORD OF WRITS OF SURVEY ISSUED. Oct. 6, 1789-Dec. 31, 1878. 3 vols. 8 in. 42

A record of writs authorizing surveys of ships and cargoes damaged on the high seas, showing date of issuance, number of writ, name of ship, master's name, port of embarkation, date on which the writ was returnable, and names of consignees of cargo. Entries are chronological by year and thereunder numerical by number of writ.

ORDERS FOR WRITS OF SURVEY. 1856-61. 5 in. 43

Court orders to the clerk of the district court directing issuance of writs of survey, showing date of order, number of writ, name of ship to be surveyed, port of origin, and name of master of ship or of consignee of cargo. Arranged chronologically by year and thereunder in rough numerical order by number of writ.

WRITS OF SURVEY. 1840-47. 3 ft. 44

Writs issued by the court upon application by ships' masters directing specified persons to survey ships and cargoes damaged on the high seas. Each unit shows name of ship, master's name, date of issuance, date on which findings were returnable, and related information. Attached are

reports filed by surveyors showing their findings, such as extent of damage. Arranged chronologically by year and thereunder numerically by number of writ in either ascending or descending numerical order.

MISCELLANEOUS PAPERS RELATING TO SURVEYS. 1847-1910. 6 in. 45

"Rules for Government of Board of Surveyors," applications for appointment as surveyors for the port of Philadelphia, a table of fees for services in executing writs of survey, survey forms, returns of special surveys, and related papers. Arranged chronologically by date of filing.

PAPERS RELATING TO AMENDMENTS TO ADMIRALTY RULES. 1900-1901. 2 in. 46

Drafts of alterations in admiralty procedure proposed by a Committee of the Admiralty Bar, copies of proposed amendments, memoranda of the clerk recommending additional changes, a report of the Bar Committee on suggested amendments, a court order directing substitution of new rules as approved for the then governing rules, a copy of amended rules, and related papers. Arranged chronologically by date of document.

Prize Records, War of 1812

Prize law is that part of international law which concerns the capture of enemy property by a belligerent at sea during war. The determination of the legality of the capture of such property and its liability to confiscation and condemnation rests with the prize courts of the belligerent state.⁴ In the United States the Judiciary Act of 1789 and the Supreme Court's decision in the case of Glass v. The Sloop Betsey (3 Dall. 6) in 1794 conferred all the powers of a court of admiralty "both instance and prize" on the district courts of the United States. The prize jurisdiction was expressly sanctioned by Congress in the prize act of June 26, 1812 (2 Stat. 759), which regulated the issue of commissions and letters of marque to private armed vessels of the United States and provided for the adjudication of prizes in the Federal district courts.

The district court docketed its first prize case of the War of 1812 as early as July 28, 1812. On July 31 it ordered that until its own rules and practice in prize cases should be settled the proceedings in such cases should be carried on in accordance with the practice of the prize side of the Admiralty Court of England. Thereafter the district court adopted various rules of procedure of its own. The court had a slow but steady flow of prize cases during the war, docketing its last case on September 7, 1815. Most of the cases were quickly settled, though the last action in the case of the sloop Enterprise (No. 27) was not taken until 1820.

⁴Charles G. Fenwick, International Law, p. 561 (New York, 1934).

CASE FILES. 1812-15. 1 ft.

47

Libels for the condemnation of enemy property seized as a prize, answers, monitions, interrogatories, depositions, claims of owners and other interested third parties regarding property seized as a prize, statements of charges against prize vessels and cargo, interlocutory and final orders of the court, sentences of condemnation, accounts of sales of prize property, decrees, opinions of the court, and related papers filed in the district court in prize cases; official and private correspondence, shipping articles, certificates of registry, cargo manifests, bills of lading and invoices, British letters of marque, and related papers entered as exhibits in prize cases or deposited with the court according to the rules of prize procedure. The case files include records relating to the adventures of the American vessels Constitution under the command of William Bainbridge, Paul Jones, Hornet under the command of James Lawrence, Young Wasp, Rattlesnake, and others, and their British prizes, including the South Carolina, Ariadne, John, Enterprise, and Brittanica. The case files are arranged numerically by case number, 1-38. For related dockets, see entry 76.

Prize and Related Records, Civil War

The outbreak of the Civil War found the Union authorities almost as unprepared to deal with the legal problems of the capture of prize vessels resulting from the blockade of the Confederacy as was the United States Navy to establish the blockade itself. The District Court for the Eastern District of Pennsylvania naturally became one of the principal prize courts dealing with captures. Its first case was docketed on May 20, 1861. The next day the court appointed Charles J. Biddle as prize commissioner to deal with captures brought into the district and authorized him to use a list of standing interrogatories in collecting evidence. Other men were at times appointed as commissioners to deal with particular cases. The court directed that precedents in its own procedure were to be followed when possible. Where these precedents did not apply, the practice prescribed by the rules of the District Court for the Southern District of New York in force in the year 1812 and the general practice of prize courts were to be followed.

Secretary of the Navy Welles ordered that a fair part of the more valuable prizes was to be sent to each of the ports of New York, Philadelphia, and Boston. In the first 2 years of the war, however, Philadelphia received only 91 prizes and Boston only 13, while New York received 141. During the latter part of the war the prize business of the New York court declined; the new prize court at New Orleans and the convenient court at Key West received most of the business that the New York court lost. General information concerning the Civil War prize courts is contained in Madeline Robinton's An Introduction to the Papers of the New York Prize Court, 1861-1865 (New York, 1945).

DOCKETS. May 20, 1861-Oct. 24, 1866. 2 vols. 4 in. 48

A record of papers filed and proceedings held in the conduct of prize cases, showing case titles, names of attorneys and masters of prize vessels, and a chronological listing of filings and proceedings in each case. Case entries in volume 1 are chronological by date of filing of the first paper in each case; those in volume 2 are numerical by case number, 29-185. Volume 2 contains an alphabetical index by name of prize vessel or prize goods captured. For the original docket entries of the first 28 cases, see entry 76.

CASE FILES. 1861-65. 13 ft. 49

Libels, petitions for prize awards, claims against the cargo and intervening appeals of third parties, and petitions praying allowance of wages; orders to take depositions, to pay certain amounts into the United States Treasury, and to pay individual claimants; depositions and affidavits; writs to appraise, to survey, and to sell ships and cargoes; marshals' reports on sales, clerks' reports on marshals' costs and related subjects, reports and supplemental reports of appraisers, commissioners, and court-appointed investigators; bills of lading, invoices, and copies of bills submitted for appraisers' fees, marshals' costs, towage, and pilotage; decrees of condemnation and final decrees; and occasional opinions and notices of appeal. Prize ships involved include the steamer Caroline (Case No. 90), which yielded \$100,000 in prize booty. The case files are arranged numerically by case number, 5-181.

MISCELLANEOUS PRIZE PAPERS. 1861-65. 3 in. 50

Marshals' receipts from newspapers for payments for advertisements of the sale of prize ships and their cargoes; crew lists and statements of wages paid to members of crews of unnamed vessels; cargo books, bills of lading, harbor receipts, and cargo manifests; unidentified commercial correspondence; and numerous miscellaneous receipts numbered according to case number. Arranged alphabetically by name of ship, with papers relating to unnamed ships filed chronologically at the end.

"RECORD IN PRIZE CASES." May 24, 1861-Aug. 21, 1862. 2 vols. 6 in. 51

Proceedings and copies of papers filed in prize cases during the period indicated. Case entries are chronological by filing date of first paper in each case. Each volume contains an alphabetical index by name of ship or goods claimed as prize. For related case files, see entry 49.

FIRE INSURANCE POLICIES IN CIVIL WAR PRIZE CASES. 1861-65. 5 in. 52

Contracts of insurance entered into by the United States Marshal for the Eastern District of Pennsylvania to cover ships and cargoes taken into the court's custody as Civil War prize property. Each policy shows the name of the insurance company, date and number of policy, number of prize case to which related, amount of insurance, type of coverage (fire or general insurance) and ship or goods protected thereby, amount of

premium, and expiration date of policy. Filed with the policies are related receipts for payment of premiums, notices of expiration, and lists of policies held. Arranged numerically by related case number, 5-170. For related case files, see entry 49.

DOCKET OF COSTS. Apr. 1863-Oct. 1865. 1 vol. 2 in. 53

A record of the costs of suit to be deducted from the prize proceeds, showing name of vessel or goods taken as a prize, amounts claimed, amounts allowed, to whom allowed, and date of allowance. Included are such charges as towage, pilotage, storage, insurance, and appraisement fees; costs of advertising and of writs of sale and other documents prepared by the court; and prize commissioner's fees. Each volume contains an alphabetical index by name of ship or prize goods involved. For related case files, see entry 49.

BANKRUPTCY RECORDS

Under the constitutional provision that Congress shall have the power to establish "uniform Laws on the subject of Bankruptcies throughout the United States" (art. I, sec. 8), four national bankruptcy laws have been enacted. Each of the laws was approved shortly after a period of business depression. The act of 1800 followed the business disturbances of 1797; the act of 1841, the Panic of 1837; the act of 1867, the depressed economic conditions of the post Civil War period; and the act of 1898, the Panic of 1893 and the following years of depression. Until 1898 national bankruptcy legislation was an emergency device, and each of the first three bankruptcy laws was repealed when business conditions generally improved. The act of 1898 is still in force although it has been amended from time to time. Original jurisdiction under each of the acts was assigned by Congress to the United States district courts, except that under the act of 1800 jury trials of bankruptcy claims could be had in the United States circuit courts until April 29, 1802, when this function was transferred to the district courts. Appellate jurisdiction in bankruptcy controversies under the first three acts was vested in the circuit courts. When the act of 1898 was approved, all appellate jurisdiction had been fixed in circuit courts of appeals. Detailed statements about the background, provisions, and operation of each of the bankruptcy acts can be found in a finding aid for the bankruptcy records of the United States District Court for the Southern District of New York, 1800-1912, prepared in typescript by the National Archives.

The records described below were created in proceedings initiated in the United States District Court for the Eastern District of Pennsylvania and its predecessor, the United States District Court for the District of Pennsylvania, between the years 1800 and 1912 under each of the national bankruptcy acts. They consist of case files, dockets, indexes, minute books, and related materials. All records pertaining to each of the acts are grouped together.

Bankruptcy Records, Act of 1800

The first national bankruptcy act, approved on April 4, 1800 (2 Stat. 19), provided for an effective period beginning June 2, 1800, and continuing for 5 years. It applied only to merchants or other persons "residing within the United States, actually using the trade of merchandise, by buying and selling in gross, or by retail, or dealing in exchange, or as a banker, broker, factor, underwriter, or marine insurer." The act provided for compulsory or involuntary bankruptcy, but not for voluntary bankruptcy. It recognized only two acts of bankruptcy: fraudulent conveyance or concealment of a person or his property, and attachment of a person or his property for at least 2 months. Discharge of the bankrupt from his debts required the consent of creditors having claims of more than \$50 each, who together held at least two-thirds of the claims in number and amount. The bankruptcy act was administered under the direction of the district courts by commissioners, who were at first appointed by the district judge but later by the President (2 Stat. 164), and assignees, who were elected by the creditors at their first meeting. Because of its limited applicability and for other reasons, the act was repealed on December 19, 1803 (2 Stat. 248), months before its expiration date, although the repealing act provided for the execution of any commission of bankruptcy issued before its passage.

CASE FILES. 1800-1803. 13 ft.

Petitions of bankruptcy filed by creditors against debtors; proofs of publication of bankruptcy notices; creditors' bonds and affidavits; qualifications of commissioners of bankruptcy; warrants of seizure of bankrupts' property; surrenders of the bankrupts and proofs of service of the notices of surrender; proofs of debts owed to creditors; schedules of bankrupts' property and of debts owed to and by bankrupts; summonses; depositions; examinations, discoveries, and disclosures of bankrupts; final examinations; transcripts of commissioners' meetings; certificates of bankruptcy; choices of assignees; assignments of bankrupts' property; notices to assignees to show cause why certain acts were not performed; appointments of arbitrators to settle disputes between assignees and bankrupts' creditors and claimants; and related papers filed in bankruptcy proceedings. The case files are arranged numerically by case number, 1-208.

UNPROVED CLAIMS OF DEBT. ca. 1800-1803. 1 in.

Statements of claims, accounts, depositions, and other papers relating to unproved claims against bankrupts, identified by title of bankruptcy case in which the claim was filed. Arranged alphabetically by name of case.

COMMISSIONERS' COMMISSIONS. 1802-5. 1 in.

Copies of commissions issued to commissioners in bankruptcy for June 1802. Included are one affirmation of a commissioner, one declination, and one resignation. Arranged chronologically by filing date.

BONDS FOR COSTS. 1803. 3 in.

57

Creditors' bonds for costs in bankruptcy suits showing names of creditors, bankrupts, and creditors' sureties, date of bond, date of issuance of bankruptcy commission, and extent of liability under the bond. Arranged alphabetically by name of case. For related case files, see entry 54.

CERTIFICATES OF DISCHARGE. Aug. 16, 1800-July 4, 1806. 2 vols. 4 in.

58

Copies of certifications by commissioners in bankruptcy to the district judge to the effect that the named bankrupt had disclosed all his property and had conformed in every particular to the requirements of the bankruptcy act. The certificates were signed by and issued with the consent of creditors and confirmed by the district judge. Entries are chronological by date of filing. For related case files, see entry 54.

Bankruptcy Records, Act of 1841

The second national bankruptcy act was passed on August 19, 1841 (5 Stat. 440), and was to take effect on February 1, 1842. The shortest lived of the Federal bankruptcy laws, it was repealed on March 3, 1843 (5 Stat. 614). The law allowed voluntary bankruptcy to all debtors, but limited involuntary bankruptcy to merchants, bankers, factors, brokers, and traders. It eliminated the requirement of the consent of the creditor for a discharge, but creditors holding a majority in number and amount of claims could block a discharge by written dissent. The bankrupt, however, could obtain his discharge through a jury trial if the jury found that he had surrendered all his property and had fully complied with the orders of the court. The act was administered by commissioners and assignees, all of whom were appointed by the district judge.

MINUTES. Mar. 24, 1842-Aug. 2, 1847. 4 vols. 5 in.

59

A record of the activities of the court relating to bankruptcy matters, showing dates of meetings and names of presiding judges; motions made and rulings thereon; orders appointing commissioners in bankruptcy, providing for notice to creditors, confirming commissioners' reports, and for related purposes; procedural rules formulated and adopted by the court; standard form of petition; listing of petitions submitted at each hearing; agreements for the settlement of cases; record of decrees issued; and related information. Entries are chronological by date of meeting of the court. For general minutes of the court, see entry 30.

INDEXES. 1842-43. 2 vols. 4 in.

60

Entries in each of the two volumes, both of which relate to the same period and the same cases, show names of bankrupts and case numbers. The second volume also gives the date of filing of each case and the date of discharge of the bankrupt. Entries in each volume are alphabetical by name of bankrupt.

DOCKETS. Mar. 25, 1842-Mar. 3, 1843. 3 vols. 6 in. 61

A record of papers filed and proceedings held in the course of each bankruptcy case, showing number of case, names of bankrupt and his attorney, and a chronological listing of the filings and proceedings in the case. Case entries are numerical by case number, 1-1799, in volumes numbered 1 to 3.

CASE FILES. 1842-43. 38 ft. 62

Petitions for discharge; orders of reference to commissioners in bankruptcy; proofs of publication and notice to creditors; proofs of individual debts; reports by commissioners relating to assets, debts proved, and status of proceedings; schedules containing inventories of bankrupts' assets; appointments, notifications, and acceptances of assignee; supplemental reports of commissioners and assignees; declarations of discharge and final certificates; records of payment of costs; and related motions and orders filed in bankruptcy cases. The case files are arranged numerically by case number, 1-1799. For related equity case files, see entry 85.

PROOFS OF PUBLICATION. 1842-45. 2 ft. 63

Sworn statements made before the clerk of the court by newspaper clerks certifying that attached notices appeared in the named newspaper on dates indicated. Attached are printed copies of notices stating that the petition under the bankruptcy act had been filed and showing the date, time, and place of the scheduled hearing for the benefit of interested persons. Arranged alphabetically by name of newspaper and thereunder chronologically by date of statement. For related case files, see entry 62.

DISTRIBUTION REPORTS. 1842-53. 3 in. 64

Reports by commissioners in bankruptcy concerning distribution of bankrupts' estates. Included are supporting papers such as published notices to bankrupts' creditors and lists of creditors who have proved debts; amounts and proofs of these debts to commissioner's satisfaction; amounts paid into court by assignees; deductions for clerk's costs, commissioner's fees, and other related charges; and net amounts available for distribution. Arranged by related case number (see entry 62).

DEGREES OF DISCHARGE. 1842-43. 2 in. 65

Court orders declaring that named persons, having met the requirements of the bankruptcy act, are adjudged bankrupt and accordingly are discharged from their debts. Each decree, pursuant to the order set forth therein, is certified by the clerk of the court. Arranged numerically by related case number. For related case files, see entry 62.

BILLS OF COST. ca. 1842-43. 2 in. 66

Statements showing name of case, amount of fund paid into court, clerk's costs, commissioner's costs, and amount available for distribution. Arranged alphabetically by name of case. For related case files, see entry 62.

RECEIPTS FOR DIVIDENDS. 1842-43. 2 in.

67

Receipts or duplicate receipts for dividends paid into court from bankrupts' estates for the benefit of creditors. The record for each estate is in a separate jacket identified by name of bankrupt only; entries therein are in chronological order by date of dividend. Included also are powers of attorney executed by creditors, giving named appointees the right to claim the executing creditor's share of dividends. Arranged alphabetically by name of case. For related case files, see entry 62.

LEDGER. May 13, 1847-Dec. 31, 1857. 1 vol. 2 in.

68

A record of the clerk's accounts kept in the names of deceased bankrupts' estates, showing amounts of unclaimed dividends, amounts not distributed, and balances remaining undistributed at given dates. Case entries are chronological by date of opening of account. The volume contains an alphabetical index by name of bankrupt. For related case files, see entry 62.

Bankruptcy Records, Act of 1867

On March 2, 1867, Congress approved the Nation's third bankruptcy act (14 Stat. 517). The principal feature of the law was its extension of involuntary bankruptcy to all classes of debtors. No discharge was to be granted without the consent of a majority of the creditors if the bankrupt's assets did not pay 50 percent of the debts, but this provision was not to apply in any bankruptcy proceedings begun within 1 year after the approval of the act. To assist the judges in the administration of the law, the act provided for the appointment by the court of registers in bankruptcy. The registers were authorized to make adjudications of bankruptcy, to hold and preside at meetings of creditors, to take proofs of debts, to make computations of dividends, and otherwise to dispatch the administrative business of the court in bankruptcy matters when there was no opposing interest. In cases where opposition to an adjudication or a discharge arose, the controversy was to be submitted to the court. The act was an unpopular measure and despite several amendments to correct its objectionable features it was repealed on June 7, 1878 (20 Stat. 99).

INDEXES. 1867-78. 2 vols. 3 in.

69

Entries in each of the volumes, both of which relate to the same period and the same cases, show names of bankrupts and case numbers. Entries in the first volume are alphabetical by surname of bankrupt; those in the second volume are alphabetical by surname of bankrupt and alphabetical thereunder by his first name.

DOCKETS. June 1, 1867-Aug. 31, 1878. 10 vols. 2 ft.

70

A record of papers filed and proceedings held in bankruptcy cases, giving for each case the case title, a notation as to whether bankruptcy

was voluntary or involuntary, a listing of papers filed, and memoranda of proceedings before the registers in bankruptcy showing dates of adjudications, synopses of creditors' meetings, activities of assignees, and related matters. Case entries are numerical by case number, 1-2389, in volumes numbered 1 to 10. Each volume contains an alphabetical index by name of bankrupt.

CASE FILES. 1867-78. 156 ft.

Petitions by creditors or debtors for adjudications of bankruptcy; ⁷¹
schedules listing the amount and nature of bankrupts' debts, and the names and addresses of creditors; schedules and amended schedules containing inventories of all real and personal property; memoranda concerning the appointment, notification, and acceptance of assignees; assignments of bankrupts' assets to assignees; reports of assignees; powers of attorney designating representatives of creditors; proofs of debt; minutes of creditors' meetings; transcripts of testimony of bankrupts and witnesses; orders of adjudication of bankruptcy; orders of reference to registers on petitions for discharge; registers' memoranda regarding orders of reference; certificates of conformity to statutory requirements signed by registers, assents of creditors to discharge; specifications of objections against discharge; answers to specifications against discharge; orders of reference to registers on specification and answer; decrees of final discharge; and related papers filed in bankruptcy proceedings. The case files are arranged numerically by case number, 1-2389. For related equity case files, see entry 85.

BONDS OF ASSIGNEES. 1867-78. 2 vols. 4 in.

Obligations undertaken by assignees to cover liability during period ⁷²
of assignment of bankrupts' estates, showing case title and number, names and addresses of assignee and sureties, amount and terms of bond, approval of register, and proof of proper execution. The bonds are entered in numerical order by related case number, 1-2377.

BANKRUPTCY COSTS. Apr. 17, 1868-Aug. 31, 1878. 1 vol. 2 in.

A record of the clerk's charges for filing petitions and issuing warrants, orders, and related papers; register's fees; marshal's fees; and notations as to date of payment and by whom. Entries are numerical by related case number, 1-2389. ⁷³

LAW RECORDS

As courts of common-law jurisdiction the district courts of the United States possessed from the time of their organization exclusive original jurisdiction over all seizures on land or on waters not navigable by boats of 10 or more tons, made under the laws of the United States; exclusive original jurisdiction, with a few exceptions, over suits for penalties and forfeitures incurred under Federal laws; concurrent jurisdiction, with State and circuit courts, over all cases where an alien

sued for a tort in violation of the law of nations, or a treaty of the United States; concurrent jurisdiction, with State and circuit courts, over all suits at common law where the United States, or one of its officers, sued under the authority of an act of Congress; and exclusive original jurisdiction over suits against foreign consuls and vice consuls, with the exception of criminal prosecutions.⁵ From time to time this jurisdiction was expanded by Congress to cover other types of cases, such as those arising under the postal laws of the United States (5 Stat. 739) and under civil rights legislation (17 Stat. 13).

DOCKETS ("CIVIL ACTIONS"). Nov. 1789-Dec. 21, 1911. 11 vols. 3 ft.

74

A record of papers filed and proceedings held in the trial of law cases, 1789-1911, and of a few equity cases, 1789-1857 and 1907-11. Entries show the case title, the form of action, and the amount in controversy in law cases; the nature of the suit and relief sought in equity cases; and, in all cases, a chronological listing of the filings and proceedings and a record of the costs paid. Case entries are chronological by session of court. Entries for law cases before 1832 either precede or follow entries for equity cases; both types are numbered in one series for each session of court. From 1832 to 1857 and from 1907 to 1911 law and equity cases are numbered as separate series for each session of court but entered chronologically in the order in which each case was docketed. No equity cases are entered from 1857 to 1907. Each volume contains an alphabetical index by name of defendant in every case and by name of plaintiff in cases instituted by parties other than the United States. The index to the last volume contains alphabetical lists of cases according to the form of action and nature of suit. For related equity case files beginning in 1843, see entry 85.

CASE FILES. 1911. 35 ft.

75

Narratives, declarations, and complaints stating plaintiffs' causes of action; answers by defendants; replications by plaintiffs and confessions of judgment; praecipes; writs of *capias*, *summons*, *fieri facias*, *scire facias*, *venditioni exponas*, and *replevin*; inquisitions; subpoenas; affidavits; rules to plead, to show cause, to continue, and to discontinue; reports of referees; opinions; bills of exceptions; agreements; jury *venires* and lists; exhibits, including accounts, inventories, and letters; and related records filed in law cases. The cases relate primarily to actions brought by the United States to recover debts due as fines for breaches of the law and to revive earlier judgments for debts due but also include cases in trespass, trover, trespass on the case, replevin, and covenant. The case files are arranged in four parts:

⁵Alfred Conkling, A Treatise on the Organization, Jurisdiction, and Practice of the Courts of the United States, p. 260-263 (Albany, 1870).

(1) from November 1789 to May 1802, chronologically by session of court and numerically thereunder by case number; (2) from August 1802 to November 1808, by session of court and thereunder unarranged; (3) from February 1809 to August 1869, by session of court and thereunder by type of paper, with each type arranged in either ascending or descending numerical order by case number; and (4) from November 1869 to December 1911, by session of court and numerically thereunder by case number. For related bonds on writ of error, see entry 83.

Records Relating to Forfeitures in Customs,
Internal Revenue, and Other Cases

"INFORMATION DOCKETS." Mar. 25, 1808-Apr. 5, 1907. 6 vols. 1 ft. 76

A record of papers filed and proceedings held in (1) cases involving forfeitures for violations of customs, internal revenue, embargo, and other laws of the United States and (2) prize cases arising from the War of 1812 and the Civil War. Most of the entries relate to customs and internal revenue cases. Some admiralty cases involving forfeitures of ships and cargoes for violations of law are included. Case entries from 1789 to 1864 are chronological by the filing date of the first paper in each case; from 1865 to 1867 they are numbered consecutively, 1-374; and from 1868 to 1910 they are chronological by year and thereunder numerical by case number. Civil War prize cases are entered in their chronological place but are numbered in a separate series. They consist only of the first 28 prize cases, which were later copied into another series of dockets (entry 48). Each volume contains an alphabetical index by name of goods or ship involved. For related records in prize cases in the War of 1812 and the Civil War, see entries 47-53.

CASE FILES ("INFORMATIONS"). 1789-1910. 17 ft.

77

Informations, libels, and defendants' pleas; counterclaims; depositions; proclamations; recognizances; writs of attachment, decrees of condemnation, writs of sale, and orders for distribution of proceeds to the United States and to the clerk of the court; orders for the marshal to make a survey of the goods, wares, and merchandise on board ship; orders to the clerk of the court to pay the Director of Internal Revenue from the proceeds of sales; and related motions, orders, and other papers filed in the court in cases involving forfeitures for violations of the customs, internal revenue, embargo, and other laws of the United States. Most of the files relate to customs and internal revenue cases. Some admiralty cases involving forfeitures of ships and cargoes for law violations are included. Cases involve charges of smuggling; unlawfully fitting out and arming vessels; breach of the embargo against Great Britain and France; landing or unloading goods without a permit; importing goods in a foreign vessel not belonging to the citizens of the country that produced the goods; carrying goods not included in the manifest; unlawful use of a certificate of registry; preparing false and fraudulent invoices and deceptive descriptions on manifests; landing goods without

delivering the cargo manifest to the collector; noncompliance with the inspection laws; obscene and immoral importations; and related violations. The case files are arranged in three parts: (1) from 1789 to 1864, chronologically by filing date of information or libel; (2) from 1865 to 1867, numerically by case number, 1-374; and (3) from 1868 to 1910, chronologically by year and thereunder numerically by case number. For related bonds on writ of error, see entry 83.

BONDS FOR APPRAISED VALUE OF FORFEITED GOODS. 1812-13. 1 ft. 78

Obligations undertaken as a result of informations filed against certain goods in suits brought by the United States for violations of customs and internal revenue laws. According to the terms of the bond, claimants and sureties in order to obtain possession of goods bind themselves to pay the appraised value of the goods in the event of judgment in favor of the United States. Included also are certificates showing date and place of importation; names of importers, ships, and masters; port of origin; description of goods involved; and notations that bond was received for the appraised value of the goods. Arranged alphabetically by name of ship and numerically thereunder by number of bond. For related case files, see entry 77.

STIPULATIONS FOR COSTS. 1840. 1 in. 79

Bonds in the amount of \$500 posted by claimants and their sureties to guarantee payment of costs in the event of judgment in favor of the United States in suits brought by the United States for violations of customs and internal revenue laws. Arranged chronologically by date of filing.

CLAIMANTS' BONDS UNDER THE INTERNAL REVENUE LAWS. Sept. 15, 1865-Aug. 12, 1884. 4 vols. 1 ft. 80

Obligations undertaken by claimants of goods and their sureties as a result of informations and libels filed against certain goods by the United States for violation of internal revenue laws. According to the terms of the bond, claimants and their sureties, in order to obtain possession of the seized goods, bind themselves to pay the appraised value of the goods in the event of judgment in favor of the United States. The bonds are entered chronologically by filing date. For related case files, see entry 77.

STATEMENTS OF FACTS IN FORFEITURE CASES APPEALED TO THE SECRETARY OF THE TREASURY. Oct. 23, 1792-Jan. 25, 1918. 7 vols. 1 ft. 81

Copies of petitions filed by claimants for the review of forfeiture cases and the remission of forfeitures, addressed to the district court judge for forwarding to the Secretary of the Treasury. Included are statements of facts and depositions supporting claims for remission, transcripts of testimony taken before the Revenue Commissioner, pertinent correspondence between the Collector of Customs and the United States Attorney, statements by the Government showing why penalties should not be remitted, and notations indicating the dates of transmission of petitions

to the Secretary of the Treasury and final disposition of the cases. Entries are chronological by date of filing of petition. Volume 7 contains an alphabetical index by name of claimant. For related case files, see entry 77.

WARRANTS FOR THE REMISSION OF FORFEITURES. 1831-92. 5 in. 82

Warrants of the Secretary of the Treasury remitting forfeitures on payment of duties and costs in response to petitions for remission filed by defendants in customs and internal revenue cases. Each warrant shows case name, goods subject to forfeiture, date of issuance, statute violated, and condition of remission, and is signed by the Secretary of the Treasury. Arranged chronologically by date of warrant.

BONDS ON WRIT OF ERROR. 1868-99. 1 in. 83

Obligations in the amount of \$5,000 undertaken by plaintiffs in error in law suits, including suits brought by the United States for violations of customs and internal revenue laws (entry 79), and their sureties as a prerequisite to prosecuting a writ of error to the Circuit Court of the United States for the Eastern District of Pennsylvania. Each bond shows case title, number, conditions of obligation, and date of filing and covers costs and damages which may be adjudged on appeal. Arranged chronologically by year and numerically thereunder by case number. For related case files, see entries 75 and 77.

PETITIONS AND DISCHARGES OF IMPRISONED DEBTORS. 1797-1835. 1 ft. 84

Petitions to the district court by debtors imprisoned as a result of judgments for debt against them in the circuit court, seeking release under an act of Congress of May 5, 1792, which provided that such debtors could be released on taking an oath that they were unable to pay their debts (1 Stat. 266); citations to the creditors involved to appear and to show cause why the oath should not be administered; depositions; oaths of the debtors; and orders discharging the debtors from custody. The files for each debtor are arranged chronologically by date of filing of the petition. For related law case files of the circuit court, see entry 9.

EQUITY RECORDS

The equity jurisdiction of the district courts was very limited. Until 1820 district judges were authorized to grant injunctions if a party had not had sufficient time to apply to a circuit court. These injunctions were to continue only until the next session of the circuit court and this power was considered merely as auxiliary to the jurisdiction of the circuit courts. An act of May 15, 1820 (3 Stat. 595), invested district judges with independent authority to grant injunctions. Under provisions of Federal bankruptcy legislation (5 Stat. 440; 14 Stat. 517; 30 Stat. 544) the district courts entertained bills in equity filed by assignees and trustees seeking to recover certain properties from

defendants as assets of the bankrupts. On July 20, 1868, Congress conferred upon the district courts jurisdiction over all suits in equity to enforce the lien of the United States upon any real estate for any internal revenue tax (15 Stat. 167). Upon the termination of the circuit courts in 1911, all equity jurisdiction passed to the district courts.

CASE FILES. 1843-1911. 2 ft.

85

Bills in equity, supplemental bills, answers, amended answers, applications, and demurrers; subpoenas; stipulations; joinders; affidavits, depositions, and testimony; petitions for restraining orders; injunctions; orders on motions and petitions; agreements; decrees; and related papers filed in equity cases. There are only a few cases between 1847 and 1904, most of which arose from bankruptcy proceedings under the acts of 1841, 1867, and 1898. The case files are arranged chronologically by session of court and numerically thereunder by case number. For related dockets, see entry 74. For related bankruptcy case files, see entries 62 and 71.

HABEAS CORPUS RECORDS

Under the terms of the Judiciary Act of 1789 (1 Stat. 81), the Supreme Court and the circuit and district courts of the United States could issue writs of habeas corpus. This jurisdiction of the courts is discussed in the introduction to the habeas corpus records of the circuit court (see page 13).

CASE FILES. 1791-1915. 2 ft.

86

Petitions for writs of habeas corpus, transcripts of hearings on petitions for the writs, affidavits, writs of habeas corpus, respondents' returns, orders for relators' discharge into respondents' custody upon entering recognizances, recognizances, final orders of discharge into respondents' custody, and related papers filed in habeas corpus proceedings, mainly relating to criminal cases. Arranged in rough chronological order by date of filing of case. For related dockets, see entries 88 and 98. For related case files, see entry 89.

CRIMINAL RECORDS

The Judiciary Act of 1789 (1 Stat. 76), conferred a very limited criminal jurisdiction upon the district courts of the United States. The district courts were to have jurisdiction over all crimes and offenses cognizable under the authority of the United States where the punishment did not exceed a whipping of 30 stripes, a fine of \$100, or 6 months imprisonment. Jurisdiction was further reduced by an act of February 28, 1839 (5 Stat. 322), which abolished the punishment of whipping. Three years later, on August 23, 1842, however, Congress extended the criminal jurisdiction of the district courts to all crimes and offenses against the United States not punishable by death (5 Stat. 517).

MINUTES. Oct. 5, 1789-Nov. 1791. 1 vol. 1 in.

87

A record of the proceedings of the district court in a few early criminal cases, giving dates of meetings of the court, name of presiding judge, names of defendants, nature of crimes charged, names of jurors and witnesses called to appear, abstracts of evidence produced and arguments heard, verdicts rendered, and sentences imposed. For general minutes of the court, see entry 30.

DOCKETS. Aug. 10, 1791-Mar. 8, 1911. 10 vols. 2 ft.

88

A record of papers filed and proceedings held in the trial of criminal cases. Entries show the case number, the defendant's name, the crime charged, and a chronological listing of the filings and proceedings in each case. Lists of grand jurors for each session of court are also given. Case entries are chronological by session of court and numerical thereunder by case number; habeas corpus matters, unnumbered, are entered chronologically at the end of the numbered entries for each session of court. Each volume contains an alphabetical index by name of defendant. The index to volume 1 lists the crime charged opposite the defendant's name. For related commissioners' dockets, see entry 98. For related habeas corpus cases, see entry 86.

CASE FILES. 1791-1813; 1832-1911. 46 ft.

89

Bills of indictment, pleas of defendants, recognizances, depositions of witnesses, nolle prosequis, motions and orders of the court, and other papers filed in criminal actions. Crimes charged include treason and conspiracy to overthrow the Government; mutiny, murder, and assault and battery on the high seas; piracy and attacking a vessel with intent to plunder; smuggling; forgery; counterfeiting; carrying on business without a license or without paying a tax; desertion and enticing to desert from the armed forces; voting in the name of another person; obstruction of process; larceny; mail theft; and violations of neutrality. The case files are arranged in two parts: (1) Cases filed from 1791 to 1813 are arranged in chronological order by date of filing of case, and (2) cases filed from 1832 to 1911 are arranged chronologically by session of court and thereunder numerically by case number. For related habeas corpus cases, see entry 86; for related commissioners' dockets, see entry 98.

RECORD OF CRIMINAL CASES. Feb. 20, 1860-Nov. 20, 1871. 13 vols. 2 ft.

90

Proceedings and copies of papers filed in criminal cases during the period indicated. Case entries are chronological by session of court and thereunder numerical by case number. Each volume contains an alphabetical index by name of defendant.

RECOGNIZANCES OF BAIL. 1850-63. 3 in.

91

Obligations undertaken by defendants, showing names of defendant and his surety, amount of bail, statement of forfeiture upon defendant's

failure to appear in court at specified time, and signatures of defendant, surety, and clerk of the court. Arranged in rough chronological order by date of recognizance.

RECOGNIZANCES OF BAIL. Feb. 19, 1876-June 3, 1914. 8 vols. 2 ft. 92

Obligations undertaken by defendants, showing date of issuance, names of defendant and his surety, amount of bail, statement of condition of forfeiture upon defendant's failure to appear in court at a specified time, and signatures of defendant, surety, and clerk of the court. Many recognizances also list the indictment number. The last volume contains an alphabetical index by name of defendant.

RECORDS OF THE CLERK OF THE COURT

The Judiciary Act of 1789 provided that the judge of the district court should appoint a clerk of the court. Except for a brief period in 1801 and 1802, the clerk of the district court served also as clerk of the circuit court until 1839 (1 Stat. 76; 2 Stat. 132; 5 Stat. 322).

At various times the clerk was authorized by law to perform certain functions besides his regular duties of maintaining and preserving the records of the court, including (1) taking testimony of witnesses whom parties in admiralty cases might not be able to produce in the circuit court on appeal (1 Stat. 89); (2) receiving and preserving census returns filed by the marshal of the district (1 Stat. 102; 2 Stat. 12, 566; 3 Stat. 550; 4 Stat. 384; 5 Stat. 333, 368); (3) receiving and recording maps, charts, and books in fulfillment of the requirements of the copyright law (1 Stat. 125); (4) taking certain recognizances, affidavits, depositions, and acknowledgments and administering oaths (1 Stat. 278, 10 Stat. 163); (5) sending copies of naturalization papers to the Secretary of State and registering aliens in the United States (1 Stat. 567, 568); (6) receiving lists of real estate sold for nonpayment of taxes and handling the redemption of the property by former owners (3 Stat. 32, 175; 12 Stat. 441; 13 Stat. 235); and (7) certifying the need for assignment of another judge to the district court at certain times (9 Stat. 442, 10 Stat. 5).

CORRESPONDENCE. 1898-1934. 1/2 in. 93

Letters received by the clerk, including letters from the Attorney General regarding an inventory of United States property in the clerk's custody; copies of letters sent by the clerk to the Attorney General regarding fiscal matters; and memoranda exchanged between the clerk's office and the court regarding procedural practices. Arranged chronologically by date of document.

CENSUS SCHEDULES. Dec. 30, 1820; Dec. 4, 1830. 5 vols. 6 in. 94

Schedules for the census of 1820 for New Market Ward and Lower Delaware Ward in Philadelphia, showing the names of heads of families and

the number in the families, within different age groups, of (1) white males and females, (2) foreigners not naturalized, (3) persons engaged in agriculture, (4) persons engaged in commerce, (5) persons engaged in manufacture, (6) slave males and females (none), (7) free colored males and females, and (8) occupations and street addresses of some of the heads of families, and schedules for the census of 1830 for West Southwark in Philadelphia County, the Borough of Harrisburg, and the townships of Susquehanna, Lower Paxton, Hanover, Derry, Londonderry, Halifax, Jackson, Upper Paxton, and Middle Paxton in Dauphin County, showing the names of heads of families and the number in the families, within different age groups, of (1) white males and females, (2) slave males and females (none), (3) free colored males and females, (4) number of whites who were blind or deaf and dumb and of foreigners who were not naturalized, and (5) number of colored persons who were blind or deaf and dumb. Schedules for the different localities are entered within the volumes as listed above; names of heads of families are in the order in which they were listed by the census taker. Accompanying the schedules is a nonrecord, printed copy of census statistics for all the States and Territories according to the census of 1810.

ABSTRACTS OF CLERK'S COMPENSATION. 1918-20. 10 in.

95

Itemized quarterly accounts of compensation paid to the clerk for his per diem attendance in court and detailed statements listing clerk's fees for administering oaths to witnesses, filing motions, recording trial proceedings, issuing commitments, swearing in bailiffs, docketing returns, and other services performed on behalf of the United States. There are usually two carbon copies filed. Entries on each statement within the abstract are chronological and show name and number of case, service performed or document issued, and fee charged. Arranged chronologically by date of abstract.

MISCELLANEOUS PAPERS. ca. 1800-1926. 5 in.

96

Memoranda of costs, about 1800, and of fees of William T. Dean, Commissioner, 1843; an undated rough draft of charges to a grand jury; presentations of grand juries on such matters as the safekeeping of records and a proper building for Federal courts and offices, 1854; jury venires and panels of petit and special jurors, 1865 and 1871-72; lists of cases set for trial, 1871; a draft of a report on the work of the clerk of the court, about 1875; a draft of clerk's report to the Attorney General concerning fees, 1876; statements of various fees collected by the United States marshal, 1922; and other miscellaneous papers. Arranged chronologically by date of document.

RECORDS OF UNITED STATES COMMISSIONERS

The administration of the business of the Federal district courts is largely aided, especially in criminal procedure, by a class of officers known as United States commissioners. Authority to appoint such

commissioners was first conferred on the circuit courts by an act of February 20, 1812 (2 Stat. 679), to provide for the more convenient taking of bail and affidavits. The functions of the commissioners were later enlarged by acts of Congress and rules of court. Some of their more important powers include authority to issue warrants for the arrest of persons charged with offenses against the United States, to examine such offenders, and to imprison or admit them to bail (5 Stat. 516); upon complaint of a seaman for unpaid wages, to summon the ship's master to show cause why process should not issue against his vessel (5 Stat. 516); to enforce decisions of foreign consuls and vice consuls relating to controversies arising in United States ports between masters and crews of vessels belonging to their respective countries (9 Stat. 79); to entertain complaints under extradition treaties and issue warrants for the apprehension of fugitives from foreign justice (9 Stat. 302); upon applications of consuls of foreign governments, to issue warrants for the arrest of deserting seamen (10 Stat. 614); to institute proceedings for violations of civil rights legislation (14 Stat. 28); and to take stipulations in admiralty suits. In 1896 the authority to appoint commissioners was transferred from the circuit courts to the district courts of the United States (29 Stat. 184).

MINUTES. June 26-Dec. 9, 1847. 1 vol.

97

A record of preliminary proceedings before a United States commissioner, showing dates of sessions, title and purpose of the cases heard, petitions filed, citations issued to defendants and subpoenas issued to witnesses, evidence produced in court in behalf of parties, and decisions of the commissioner turning the case over to the district court or dismissing it. The cases involve actions for seamen's wages, assaults by ships' officers on seamen, and piracy. Three entries for August 16, November 30, and December 9, 1847, respectively, give the text of affidavits in cases, attested by Commissioner Thomas L. Kane. Entries are chronological by date of session.

CRIMINAL RETURN DOCKETS. Oct. 6, 1864-Dec. 15, 1915. 5 vols. 1 ft.

98

Entries record name of case; commissioner's name; return number; a chronological list of documents returned, showing type of document and, on recognizances, name of surety and amount of bail; date set for defendant's appearance in court; notation of grand jury's findings; and a cross-reference to the case number. Case entries are chronological by session of court and thereunder numerical by return number. Each volume except volume 1 is indexed alphabetically by name of defendant. For related habeas corpus case files, criminal dockets, and criminal case files, see entries 86, 88, and 89.

APPENDIX - LIST OF JUDGES

Justices of the Supreme Court Serving as Circuit Justices of the Third Judicial Circuit, 1790-1892¹

James Wilson ²	1790
James Iredell ²	1791
John Blair ²	1792 (April session)
William Cushing	1792 (October session)
James Iredell	1793 (April session)
William Patterson	1793 (October session)
James Wilson	1794
William Patterson	1795
James Iredell	1796 (April session)
James Wilson	1796 (October session)
James Iredell	1797
Samuel Chase	1798
James Iredell	1799 (April session)
Bushrod Washington	1799 (October session)
Samuel Chase ³	1800
Bushrod Washington	1802-29
Henry Baldwin	1830-44
Robert Cooper Grier	1846-70
William Story	1870-80
Joseph P. Bradley ⁴	1880-92
John Marshall Harlan	1892
George Shiras	1892-1903
Henry B. Brown	1903-6
William H. Moody	1906-10
Horace H. Lurton	1910-12

¹Unless otherwise specified, compiled from information contained in the minutes of the Circuit Court for the Eastern District of Pennsylvania; Federal Cases, vol. I, p. xiv; and Registers of the Department of Justice.

²John Hill Martin, Bench and Bar of Philadelphia, p. 10 (Philadelphia, 1883).

³In 1801, by an act of Congress (2 Stat. 89), Supreme Court Justices were relieved of all circuit duty, their work being taken over by the newly created circuit judges. The following year this law was repealed and the old system reinstated (2 Stat. 132).

⁴In 1891 Congress transferred the appellate jurisdiction of the circuit courts to the newly created circuit courts of appeals and provided that the Supreme Court Justice assigned to each of the circuits should be competent to sit in the circuit court of appeals for that circuit (26 Stat. 826, 827). The provision of the act of 1869 (16 Stat. 44) under which the circuit justices were also competent to sit as members of the circuit courts, however, remained in effect.

Circuit Judges of the
Third Judicial Circuit, 1801-2, 1869-1911⁵

William Tilghman ⁶	1801-2
Richard Bassett ⁶	1801-2
William Griffith ⁶	1801-2
William McKennan	1869-90
Marcus W. Acheson	1891-92
George M. Dallas ⁷	1892-1909
George Gray	1899-1914
Joseph Buffington	1906-37
William M. Lanning	1909-12
Robert W. Archbald	1911-13

Judges of the District Court for the District of
Pennsylvania, 1789-1818⁸

Francis Hopkinson	1789-91
William Lewis	1791
Richard Peters ⁹	1792-1818

Judges of the District Court for the
Eastern District of Pennsylvania, 1818-1911¹⁰

Richard Peters	1818-28
Joseph Hopkinson	1828-41
Archibald Randall	1842-46
John Kent Kane	1846-58
John Cadwalader	1858-79
William Butler	1879-99
John B. McPherson	1899-1912
James B. Holland ¹¹	1904-14

⁵Federal Cases, vol. I, p. xiv, and Registers of the Department of Justice.

⁶The three men named as circuit judges for the Eastern District for 1801-2 served also as circuit judges for the Western District, as indicated by the minutes of that court (entry 26).

⁷The minutes of the circuit court show that from 1905 through 1911 sessions of the court were conducted by one of the two district judges, John B. McPherson and James B. Holland.

⁸Compiled, unless otherwise specified, from Martin, op. cit., p. 8.

⁹Minutes of the District Court for the District of Pennsylvania (entry 30).

¹⁰Minutes of the District Court for the Eastern District of Pennsylvania (entry 30) and Registers of the Department of Justice.

¹¹Additional judge authorized by an act of Congress of April 1, 1904 (33 Stat. 155).

For a list of other preliminary inventories, see the list of National Archives publications, which may be obtained upon request from the Exhibits and Publications Branch, National Archives, General Services Administration, Washington 25, D. C.

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PRELIMINARY



INVENTORIES

Number 125

RECORDS OF THE PUBLIC WORKS ADMINISTRATION

Compiled by L. Evans Walker

The National Archives
National Archives and Records Service
General Services Administration

Washington: 1960

PRELIMINARY INVENTORY OF THE RECORDS OF THE
PUBLIC WORKS ADMINISTRATION

(Record Group 135)

Compiled by L. Evans Walker



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FOREWORD

To analyze and describe the permanently valuable records of the Federal Government preserved in the National Archives Building is one of the main tasks of the National Archives. Various kinds of finding aids are needed to facilitate the use of these records, and the first step in the records-description program is the compilation of preliminary inventories of the material in some 300 record groups to which the holdings of the National Archives are allocated.

These inventories are called "preliminary" because they are provisional in character. They are prepared as soon as possible after the records are received without waiting to screen out all disposable material or to perfect the arrangement of the records. They are compiled primarily for internal use, both as finding aids to help the staff render efficient reference service and as a means of establishing administrative control over the records.

Each preliminary inventory contains an introduction that briefly states the history and functions of the agency that accumulated the records. The records themselves are described series by series, that is, by units of records of the same form or that deal with the same subject or activity or that are arranged serially. Other significant information about the records may sometimes be given in appendixes.

When the record group has been studied sufficiently and the records have been placed in final order, the preliminary inventories will be revised and the word "preliminary" dropped from the title of the revision. Meanwhile, as occasion demands and time permits, special reports, indexes, calendars, and other finding aids to the record group will be prepared.

Several finding aids that give an overall picture of materials in the National archives have been published. A comprehensive Guide to the Records in the National Archives (1948) and a brief guide, Your Government's Records in the National Archives (revised 1950), have been issued. Forty-four Reference Information Papers, which analyze records in the National Archives on such subjects as transportation, small business, and the Middle East, have so far been issued. Records of World War I have been described in the Handbook of Federal World War Agencies and Their Records, 1917-1921, and those of World War II in the two-volume guide, Federal Records of World War II (1950-51). Many bodies of records of high research value have been edited by the National Archives and reproduced on microfilm as a form of publication. Positive prints of some 10,000 rolls of this microfilm, many of which are described in the List of National Archives Microfilm Publications (1953), are now available for purchase.

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INTRODUCTION

The Public Works Administration (PWA), known at first as the Federal Emergency Administration of Public Works, was created by Executive Order 6174, dated June 16, 1933, under authority of Title II of the National Industrial Recovery Act (48 Stat. 200). This act provided that the Federal Emergency Administrator of Public Works should prepare a comprehensive program of public works "to increase the consumption of industrial and agricultural products by increasing purchasing power, to reduce and relieve unemployment, to improve standards of labor, and otherwise to rehabilitate industry and to conserve natural resources."

Earlier efforts in the field of public works had resulted in little concrete action. Before World War I the general public paid little attention to the lack of coordinated public works programs among the executive departments and independent agencies of the Government. Between 1918 and 1932, however, public interest in such programs became more definite and plans were formulated in Congress for various public works programs. In 1918 and 1919 the War Labor Policies Board planned a series of construction programs, but the Board was dissolved before anything was accomplished. A proposal by Senator Kenyon of Iowa in 1919 to establish a United States Emergency Public Works Board with an appropriation of \$100 million was not reported on favorably by the committee holding hearings on the bill. An unemployment conference, called by President Harding in 1921, urged that the Government expand its public works programs in times of economic distress and reduce them during periods of business activity. As early as 1928 Senator Robert F. Wagner urged a planned public works program, and several of his proposals, including one creating the Federal Employment Stabilization Board, were enacted into law. The passage of the Emergency Relief and Construction Act in 1932 marked the beginning of an integrated program of public works. It failed, however, to greatly alter the economic crisis of the country since, under the provisions of the act, all loans had to be of a self-liquidating nature. Efforts to amend the act ended with the defeat of President Hoover in the 1932 election.

The PWA was established to administer a program of Federal and non-Federal public works by means of loans and grants. Its main duties, in regard to Federal projects, were to determine a project's value from the standpoint of national planning, to determine and to effect the allotment of funds appropriated under the act, and to ensure that the contractors complied with the rules of the public works program. The non-Federal public works program included the construction, repair, and improvement of public highways; the conservation and development of natural resources; the financing, by loans to private corporations, of such self-liquidating projects as hospitals, waterworks, and bridges erected by private corporations for public use; the construction, alteration, and repair of low-cost housing and slum clearance projects; the financing of self-liquidating projects formerly eligible for assistance by the Reconstruction Finance

Corporation, such as hospitals, drydocks, and reservoirs; the construction of aircraft and naval vessels, military housing projects, and technical works; and the financing, by loans, of railroad maintenance and equipment approved by the Interstate Commerce Commission as beneficial to transportation facilities.

Secretary of the Interior Harold L. Ickes was appointed Federal Emergency Administrator of Public Works on July 8, 1933, by President Roosevelt. Ickes served in both positions until 1939, even though the PWA, as an independent agency, was not organizationally connected with the Department of the Interior. On June 16, 1933, the President had created the Special Board for Public Works, which was responsible for (1) determining the amount of money to be allocated for public works in each State, (2) approving the type and number of personnel needed by the Administrator, and (3) considering all requests for allotments submitted to it. The Board was also given the opportunity to approve appointments to major administrative positions in the agency. The importance of the Board declined rapidly as the Administrator used his own authority in making decisions; meetings of the Board became more and more infrequent; and by 1935 the Board had ceased to function.

The first PWA appropriation consisted of \$400 million to be used for highway projects and \$283 million to be used for the construction of certain naval vessels. Shortly, however, the President greatly broadened the powers of the agency to include all types of projects authorized in Title II of the National Industrial Recovery Act. The financing available under this legislation permitted the PWA to grant the total amount of funds necessary to construct Federal projects. State and local government units sponsoring non-Federal projects could obtain grants of up to 30 percent of the cost of labor and materials, and loans for the remaining 70 percent. Nonpublic corporations, insofar as they were eligible under the act, could obtain loans but not grants. In 1934, in response to recommendations from Administrator Ickes, an additional \$400 million was set aside for the PWA. This amount, however, was not adequate to finance even a small part of the applications on hand.

In April 1935, with the National Industrial Recovery Act scheduled to expire on June 16, 1935, Congress passed the Emergency Relief Appropriation Act of 1935. This act, with an appropriation of \$4,880 million, extended the life of the PWA until June 30, 1937. The act specified the types of projects that could be financed and set a maximum amount that could be used for any single type of project. It also established the Division of Applications and Information of the National Emergency Council, the Advisory Committee on Allotments, and the Works Progress Administration. Under the new act the PWA retained all its original functions except a certain few such as the making of loans to railroads. As a result of a decision of the Advisory Committee on Allotments (of which the Administrator was chairman), the PWA was able to increase its grants from 30 percent to 45 percent of the total cost of a project.

Title II of the First Deficiency Appropriation Act of 1936, which was known as the Emergency Relief Appropriation Act of 1936, did not authorize any additional funds for the PWA, but it did allow the expenditure of \$300 million, in the form of grants, obtained through the sale of previously purchased securities.

In 1937 Congress passed the Public Works Administration Extension Act of 1937, which extended the life of the agency until July 1, 1939. The act authorized \$15 million for administrative expenses and \$59 million for grants. Of the first sum, \$10 million had been authorized by the Independent Offices Appropriation Act of 1938, which had set aside this sum for the orderly liquidation of the PWA. Under terms of the PWA Extension Act of 1937, the agency was directed to accept no more applications for allotments to non-Federal projects, and it appeared that the PWA would be terminated permanently in 1939.

The passage of the Public Works Administration Appropriation Act of 1938 on June 21, 1938, again extended the agency's existence and set June 30, 1941, as a terminal date. Amendments to this act resulted in a further extension of the agency until June 30, 1942. The previously outlined functions and powers were essentially unchanged. The sum of \$965 million was appropriated to the PWA, and the expenditure of an additional \$400 million from the revolving fund, obtained from the sale of previously purchased securities, was authorized. Thus a total of \$1,365 million was made available to the PWA for use on projects that could be substantially completed by June 30, 1940. Applications for allotments to non-Federal projects could be received until September 30, 1938.

On July 1, 1939, the Federal Works Agency, which was created by Reorganization Plan No. 1 (submitted by the President under the provisions of the Reorganization Act of 1939), took over the PWA as well as several other agencies. A Commissioner of Public Works became the head of the Public Works Administration of the Federal Works Agency, replacing the Federal Emergency Administrator of Public Works. The liquidation of the agency began in 1939 with the closing of several regional and subregional offices. Within a year more than 7,200 employees had been separated from the PWA. The agency, extended for an additional year by the passage of the Independent Offices Appropriation Act of 1943, continued the process of liquidation until July 1, 1943, when Executive Order 9357 transferred all the functions, powers, and duties of the PWA and of the Commissioner of Public Works--together with all records, property, personnel, and unexpended funds--to the Office of the Federal Works Administrator.

The Public Works Administration, as created by the National Industrial Recovery Act, had a decentralized organization with centralized control. The field employees of the agency, including those engaged in the supervision of construction, had little authority and could make no definitive decisions. This plan, chosen primarily because of the lack

of trained personnel, gave the Administrator strict control over field operations. A unit of the PWA was set up for each State, and ten regional advisers were employed until early in 1934 to aid the Administrator in checking on field operations. As the central office organization of the agency developed, many of its divisions also opened field offices which functioned apart from the offices of the regional advisers.

In 1935, with the shortage of trained personnel no longer a serious problem, many employees were transferred to field offices to help speed the processing of applications. Field personnel were allowed to make virtually all the decisions concerning applications except for final approval. This brought about a greater degree of organizational efficiency.

On November 1, 1937, another change took place in the organization of the agency. The State offices were replaced by seven regional offices, which were made responsible for the examination of applications and the general supervision of construction that had formerly been handled by State directors and State engineer inspectors. This setup was continued until the liquidation of the agency began in 1939, although there was considerable shifting of States between various regional offices.

The central office of the PWA was divided into several divisions, with some subsidiary boards and committees handling special functions not covered by the divisions. The first unit of the PWA to be created was the Special Board for Public Works, which was established on June 16, 1933, and was the sole unit of the agency until the Administrator was appointed several weeks later. The Administrator's position was the only one in the agency specifically authorized by statute. The Administrator was empowered to establish such administrative units as were deemed necessary, to retain such employees as were needed, and to prescribe their duties, responsibilities, and tenure. He established the Projects Control Division, the Engineering Division, the Legal Division, the Investigation Division, the Inspection Division, the Accounting Division, the Housing Division, the Transportation Loans Division, the Power Division, the Administrative Division, the Division of Information, the Finance Division, the Labor Board of Review (known also as the Board of Labor Review), the Technical Board of Review, the Electric Power Board of Review, the Advisory Board on Contract Awards, and several smaller units, including the National Power Policy Committee, the National Planning Board, and the Mississippi Valley Committee.

From its establishment in 1933 the PWA was a major agency of the Federal Government. The large-scale operations of the PWA in the field of public works established many precedents and reflected, to a considerable degree, the policies and philosophies of the New Deal. The records of the agency are of primary importance to scholars interested in the period from 1933 to 1945. According to a survey of the records of the PWA made in 1936 by a member of the staff of the National Archives, there

were more than 25,000 cubic feet of records in existence at that time, 6 years before the termination of the agency. Although many of these records were later disposed of with legal authorization, it is unfortunate that large quantities of them were destroyed without legal authorization in 1943. These records included most of the general classified files of the agency before 1941 as well as many records of its divisions. There are, consequently, fewer remaining records of the PWA than those of any other major New Deal agency.¹ The records of the agency that are now in the National Archives constitute all known extant records except for those relating to personnel, which are in the Federal Records Center at St. Louis, Mo.

The surviving records of the Projects Control, the Engineering, the Legal, the Investigation, the Inspection, and the Accounting Divisions are described in this inventory, and a brief statement concerning each of these divisions is given under the appropriate division heading. Similar statements concerning each of the divisions for which there are no records in the National Archives are given below.

The Transportation Loans Division functioned under the supervision of a Director, without a field organization. It was responsible for the examination and investigation of all applications for railroad loans, which were approved by the Interstate Commerce Commission. The Division also prepared credit and operational reports on railroads and bond purchase contracts in connection with approved loans. After the expiration of the National Industrial Recovery Act of 1933, which was the only act authorizing the PWA to make these loans, the Division was concerned solely with the supervision of the redemption of obligations made earlier. A small amount of material created by this Division is to be found with the records of the Accounting Division.

Between 1935 and 1937 there was a Power Division in the PWA. The primary responsibility of the Division was to examine applications relating to publicly owned power plants. It had its own staff of legal, financial, and engineering technicians who worked in the field as well as in the central office. The Division was reestablished in 1938 when the PWA again began receiving project applications, and it remained in operation until 1942 when the functions of the various divisions of the PWA were transferred to the Office of the Federal Works Administrator.

The Administrative Division, which was headed by an Executive Officer, was responsible for the purchase of supplies and equipment, the maintenance in a Mail and Files Section of personnel and other records for the entire

¹Parts of National Archives Case File 145-90, which indicate the groups of PWA records which were actually destroyed in 1943, are available for use by anyone engaged in research on the PWA.

Public Works Administration, the servicing of leases and contracts affecting the agency, the authorization of travel expenses, the preparation of payrolls, and the general coordination of the operations of the various divisional and field offices of the agency. The centralized records of the agency in the Division's Mail and Files Section included a reading file of copies of outgoing correspondence, a chronological file of outgoing correspondence, the general classified files, and an alphabetical index and brief of incoming correspondence. A file of correspondence on the administrative policies of the agency was maintained by the Chief Clerk's office. These records (except the general classified files for 1941-43, described in entry 5; fragments of the general classified files for 1933-40, described in entry 4; and a series of procedural issuances described in entry 19) are not in the National Archives and are presumed to have been destroyed in 1943. Personnel records, also maintained in this Division, were filmed before the final liquidation of the agency. These microfilms, now in the Federal Records Center at St. Louis, Mo., are described in the Guide to Microfilmed Personnel Records. This volume contains lists of personnel records for various New Deal emergency agencies.

The Division of Information was responsible for originating and editing press releases and other communications concerning the activities and policies of the PWA. The Division was headed by a Director who was responsible to the Assistant Administrator and to the Administrator. It was merged in 1938 with a similar division in the Department of the Interior in order to avoid a duplication of functions between the two administrative units operating in the same building. In 1940 the Division--together with its equipment, supplies, and files--was transferred to the Division of Information of the Federal Works Agency. The press releases issued by this Division are described in entries 24 and 25.

The Finance Division, which functioned separately from the Accounting Division, was responsible for examining each non-Federal application in order to determine whether the applicant could meet the repayment conditions specified in the application without endangering his credit reputation. The Division also considered alternate financing plans on many projects, supervised the making of loan agreements, and aided the applicant as long as securities held by the agency were outstanding. The Division remained in operation until 1942 when the functions of the various divisions of the PWA were transferred to the Office of the Federal Works Administrator. The project folders of the Finance Division, maintained in the Division itself, were incorporated for the most part into the folders maintained by the agency for each project. The material in these folders, for non-Federal projects only, is described in entry 55. It is not known whether there were any folders for Federal projects.

The Board of Labor Review was created for the purpose of hearing all labor issues that arose in connection with projects financed by the PWA. The Board consisted of three members appointed by the President--

one member represented the interests of labor, a second member represented the contractors, and the chairman represented the PWA. The principal function of the Board was the consideration of wage disputes, and its decisions were binding on the parties coming before it. There was a high percentage of compliance with the decisions of the Board. Some of its decisions are described in entry 22.

The Technical Board of Review, established in 1933 and composed primarily of engineers, was responsible for examining applications that were technically controversial. It also held hearings on claims presented by those applicants who felt that their applications for allotments had not been given a satisfactory hearing by the other examining divisions of the agency. The Board was reorganized in 1935 but was abolished a month later.

The Electric Power Board of Review was a branch of the PWA in 1934 and 1935. Created as a purely advisory body, it reviewed the findings of other divisions in regard to applications for power projects and guided the actions of other divisions in order to create a uniform policy toward these projects. The Power Division absorbed the Board in 1935.

On June 29, 1936, the Advisory Board on Contract Awards was established for the purpose of determining the integrity of all bidders for contracts on Federal projects of the PWA. The five-member Board was given the power to investigate frauds relating to bids and contracts, especially those relating to housing and slum clearance projects.

The Housing Division was organized on August 19, 1933, by Executive Order 6252, for the purpose of examining and approving applications for Federal and non-Federal low-cost housing projects. Land acquisition, construction, management, and general control over housing projects were included in its functions. The Division consisted of five branches--the Initiation and Recommendation Branch, the Plans and Specifications Branch, the Land Acquisition Branch, the Field Supervision and Construction Branch, and the Management Branch. The Division functioned as a part of the PWA until 1937 when, by Executive Order 7732, its functions, records, funds, and personnel were transferred to the newly created United States Housing Authority. The records so transferred are now in the National Archives as part of Record Group 196, Records of the Public Housing Administration. They include project files (1933-37) on 51 PWA housing projects and case files (1933-34) on rejected applications for loans under the limited dividend policy of the PWA.

The National Planning Board and the Mississippi Valley Committee were two other units established by the Administrator. The National Planning Board was designed to stimulate public and official interest in the coordinated development of planning programs and to aid in the solution of local, regional, and national problems. This Board was later made a part of the National Resources Board, an independent agency established in 1935 by Executive Order 6777. The Mississippi Valley

Committee was created to aid in the development of a comprehensive plan for flood control and water resources in the Mississippi-Missouri drainage area. This Committee was also absorbed by the National Resources Board. The records of the National Planning Board and the Mississippi Valley Committee are now in the National Archives as part of Record Group 187, Records of the National Resources Planning Board; they are described in Preliminary Inventories Nos. 50 and 64.

The records described in this inventory now amount to 281 cubic feet and are designated as Record Group 135, Records of the Public Works Administration. They include 9,000 rolls of microfilm representing, originally, about 9,000 cubic feet of paper records.

The unauthorized destruction of the records of the PWA has created such a serious gap in the basic documentation of the policies and activities of the agency that records that under normal conditions would have been considered disposable have sometimes been retained along with the more valuable records.

There are other records, mostly of a policy nature, relating to the PWA in Record Group 48, Records of the Office of the Secretary of the Interior, including material in the central classified files relating to allotments, appropriations, the Power Division, and the Housing Division. The office file of Harold L. Ickes also contains materials on public works. Records concerning the liquidation of the PWA are in Record Group 162, General Records of the Federal Works Agency. There are records concerning Federal projects of the PWA sponsored by the Bureau of Indian Affairs in Record Group 75, Records of the Bureau of Indian Affairs.

Measurements given in this inventory are in terms of linear feet and inches.

The entry for the cartographic records was supplied by Charlotte M. Ashby of the Cartographic Records Division, and the entries for the photographic records were supplied by Thomas W. Ray of the Still Picture Branch of the Audio-Visual Records Division.

The most useful publications relating to the administrative history and overall operations of the Public Works Administration are the following: Harold L. Ickes, Accomplishments of the Federal Emergency Administration of Public Works, 1933-1936 (Washington, 1936); Minnie Wiener, Principal Acts and Executive Orders Pertaining to Public Works Administration (Washington, 1938); Jack F. Isakoff, The Public Works Administration (Urbana, Ill., 1938); and J. Kerwin Williams, Grants-in-Aid Under the Public Works Administration (New York, 1939).

The Public Works Administration did not issue annual reports during its existence as an independent agency before 1939. After 1939 the published annual reports (1940-49) of the Federal Works Agency contain valuable information concerning the activities of the Public Works Administration. A mimeographed Bibliography of PWA Publications and Official Documents Pertaining to PWA (Washington, 1938) lists the publications of the agency before 1938.

RECORDS OF THE PUBLIC WORKS ADMINISTRATION

GENERAL RECORDS

MINUTES OF THE MEETINGS OF THE SPECIAL BOARD FOR PUBLIC WORKS. 1933-35.
50 vols. 6 ft.

Meetings were held twice weekly in 1933 and 1934 and less frequently ¹
in 1935 as the Board ceased to function. The transcripts of the minutes
contain information on policy matters and on the organization of the PWA.
Included are lists of Federal and non-Federal projects considered by the
Board before they were submitted to the President of the United States.
Arranged chronologically.

REPORTS SUBMITTED BY THE ENGINEERING DIVISION TO THE SPECIAL BOARD FOR
PUBLIC WORKS. 1933-34. 5 in.

In these reports the Engineering Division recommended that allotments ²
be made from PWA funds for certain Federal and non-Federal projects.
Accompanying the reports are drafts of resolutions prepared for the Board,
authorizing the projects which the reports endorse. The resolutions, in
final form, are included in the minutes and project authorizations of the
Board. Arranged chronologically by date of Board meeting.

PROJECT AUTHORIZATIONS ISSUED BY THE SPECIAL BOARD FOR PUBLIC WORKS.
1934-35. 8 vols. 8 in.

Official authorizations of Federal and non-Federal projects. Author- ³
izations from 1 to 7,557 are missing. Authorizations from 7,668 to 8,684
were called resolutions of the Special Board for Public Works; those from
8,688 to 8,853 were called project orders of the Federal Emergency Admin-
istrator of Public Works. Arranged numerically.

GENERAL CLASSIFIED FILES. 1933-40. 2 ft.

Fragments of the extensive general classified files of the PWA for the ⁴
period 1933-40. The main part of these records, destroyed without author-
ization in 1943, contained much of the material relating to policy matters
of the PWA. The remaining records consist of originals and copies of
incoming correspondence, copies of outgoing correspondence, memoranda,
and processed material relating to legislation affecting the PWA, polit-
ical activities of employees under the terms of the Hatch Act, and the
organic act creating the PWA. The files are arranged according to a
decimal classification system; the records in each folder are arranged
in roughly chronological order.

GENERAL CLASSIFIED FILES. 1941-43. 31 ft.

Incoming correspondence, copies of outgoing correspondence, memoranda, ⁵
photographs, copies of publications, orders, transcripts of phone calls,
reports, maps, charts, minutes, clippings, standard forms, blueprints,
applications, and other types of records relating to the various func-
tions of the PWA. The records are arranged according to a decimal

classification system. Under each subject heading the individual documents, in folders, are arranged chronologically. Some subject headings for which there are extensive records are broken down into regions corresponding to those of the agency. A few of the records are not arranged.

MATERIALS PREPARED FOR CONGRESSIONAL HEARINGS ON PWA APPROPRIATIONS.

1936-41. 2 ft.

6

Memoranda, tables, charts, reports, statements of the Administrator, congressional bills, and processed materials. There is a folder of material for each hearing, including those hearings held for the purpose of considering the "PWA Act of 1939," the "Independent Offices Appropriation Bills of 1940 and 1941," and the "First Deficiency Appropriation Bill of 1936." The folders are in no discernible order.

BUDGET ESTIMATES SUBMITTED BY REGIONAL DIRECTORS. 1939-40. 10 in.

7

Estimates supplying information needed in the preparation of agency-wide budget requirements. The material, mainly from Region 3, consists of memoranda, estimates of funds required for uncompleted projects, and charts and tables showing funds required for the operation of regional offices after July 1, 1940. A small amount of material concerning budget requirements in 1936 is included. Unarranged.

CONGRESSIONAL LETTERS OF RECOMMENDATION. 1933-41. 5 in.

8

Letters from Members of the Senate and the House of Representatives endorsing certain constituents for positions with the PWA. Arranged in roughly alphabetical order by name of person endorsed.

ORDERS ISSUED BY HAROLD L. ICKES, FEDERAL EMERGENCY ADMINISTRATOR OF PUBLIC WORKS. 1933-39. 1 vol. 3 in.

9

Orders concerning the administrative procedures of the central office of the PWA. Orders 1-43 were canceled and all copies were destroyed. Included is an earlier set of orders, issued in 1933-34 by Mr. Ickes as part of the orders of the Secretary of the Interior but relating to the PWA; these orders are arranged chronologically. The later orders, which were issued by Mr. Ickes as the PWA Administrator, are arranged numerically by number assigned to each order as issued.

ADMINISTRATIVE ORDERS. 1933-42. 7 ft.

10

Orders issued by the Administrator, Assistant Administrator, or the Executive Officer, relating to the policies and procedures of the entire agency. Included are some orders relating to housekeeping activities. Administrative Order No. 250, with its supplements, was issued separately as the official PWA Manual (a duplicate of which is in a separate volume). Most of the orders are summarized at the beginning of the series. Arranged numerically by number assigned to each order as issued.

CONFIDENTIAL MEMORANDA. 1935-36. 1 vol. 2 in.

11

Memoranda, known also as "Gray Lists," relating to construction firms

whose business reputations made it necessary for all bids submitted by them to be approved by the central office of the PWA. Included are the names of firms removed from the lists. Arranged numerically by number assigned to each memorandum as issued.

CONFIDENTIAL ORDERS. 1936-39. 1 vol. 2 in.

This series is a continuation of the memoranda described in entry 11, but it also includes a listing of "persona non grata" who were barred from soliciting in the offices of the PWA. Arranged numerically by number assigned to each order as issued. 12

SPECIAL ORDERS. 1935-39. 1 ft.

Original and mimeographed copies of special orders issued by the Administrator or Assistant Administrator, relating to administrative procedures and housekeeping activities of a nonrecurrent nature. Arranged numerically by number assigned to each order as issued. 13

OFFICE ORDERS. 1935-40. 1 vol. 3 in.

Issued to the staff of the central office. A numerical listing of these orders, giving a brief summary of their contents and showing by whom issued, is included. Arranged numerically by number assigned to each order as issued. 14

LETTERS OF INSTRUCTION. 1935-41. 1 vol. 2 in.

These letters, issued by the Executive Officer, outlined administrative procedure and were designed for general distribution within the agency. Arranged numerically by number assigned to each letter as issued. 15

COORDINATION LETTERS. 1935-37. 1 vol. 1 in.

These letters, issued by the central office, interpreted changes in policy and procedure. They were sent to the field offices to officially notify them of such changes before they applied them to their own functions. The letters did not take precedence over official orders. Arranged numerically by number assigned to each letter as issued. 16

MISCELLANEOUS ORDERS RELATING TO CORRESPONDENCE. 1933-39. 1 vol. 2 in.

A compilation of orders, issued by the various divisions of the PWA, relating to the preparation, routing, filing, and general handling of the agency's correspondence. Unarranged. 17

ORDER FILE COMPILED FROM SEPARATELY ISSUED SERIES. 1938-43. 4 vols. 1 ft.

Mimeographed copies of orders--administrative, confidential, office, special, Engineering Division, Finance Division, and Department of the Interior. Included are memoranda, bulletins, and circular letters. Arranged chronologically. For the series of orders from which this series was compiled, see entries 10, 11, 12, 13, 14, and 79. 18

ORDERS ISSUED BY THE ADMINISTRATIVE DIVISION. 1935-40. 1 vol.

1 in.

19

Carbon and mimeographed copies of orders outlining administrative procedures to be used in the Division. Arranged numerically by number assigned to each order as issued.

INSTRUCTIONS AND ORDERS ISSUED BY THE FINANCE DIVISION. 1935-39.

1 vol. 2 in.

20

Instructions and orders concerning various administrative procedures of the Division. Numbers 1-28 were called instructions and were issued specifically to field finance examiners; numbers 29-39 were called orders and were issued on a division-wide basis. Arranged numerically by number assigned to each document as issued.

PWA REORGANIZATION MANUAL. 1939-40. 1 vol. 2 in.

21

The manual contains basic documentation relating to the termination of the PWA as an independent agency and its transfer to the newly created Federal Works Agency. Included are copies of the Reorganization Act of 1939 and special orders of the PWA relating to its transfer. Unarranged.

DECISIONS RENDERED BY THE BOARD OF LABOR REVIEW. 1934-36. 5 in.

22

Mimeographed copies of the decisions. Each case brought before the Board dealt with labor difficulties on a particular project. Included is the original copy of a digest of the decisions made on cases numbered 1-190. Many of the decisions are missing. Arranged in numerical order according to case number.

MINUTES AND REPORTS OF CONFERENCES OF THE PWA. 1934-41. 20 vols.

1 ft.

23

Processed volumes of minutes and reports of the proceedings of various local, regional, and national administrative and press conferences held by one or more divisions of the PWA. Arranged chronologically.

PRESS RELEASES. 1933-39. 65 vols. 6 ft.

24

Mimeographed copies of press releases issued by the Administrator. They relate to various PWA projects, the importance of the agency to the economy of the country, appointments, legislation affecting the agency, and changes in the administrative organization of the agency. Arranged numerically by number assigned to each release as issued.

PRESS RELEASES. 1939-40. 1 vol. 1 in.

25

Mimeographed copies of press releases issued by the Division of Information. They relate chiefly to changes in the administrative organization of the agency resulting from the termination of the PWA as an independent agency and its transfer to the newly created Federal Works Agency. Arranged numerically by number assigned to each release as issued.

PUBLIC SPEECHES AND STATEMENTS OF HAROLD L. ICKES. 1934-39. 11 vols. 1 ft. 26

Processed public speeches and statements made by Mr. Ickes in his dual role as Secretary of the Interior and Federal Emergency Administrator of Public Works. Included in the first volume is a brief biographical sketch of Mr. Ickes. Arranged chronologically.

PWA BULLETINS. 1933-34. 1 vol. 1 in. 27

Processed bulletins issued weekly by the PWA during the first year of its existence in order to provide the staff with general information about the agency. Included are news items concerning PWA activities in various States, lists of executive personnel, and notices of major changes in the staff. Arranged chronologically.

ORGANIZATION CHARTS. 1933-34. 2 vols. 1 in. 28

Charts showing the administrative organization of the PWA. For 1933 there is one chart indicating the major divisions of the agency; for 1934 there are additional charts showing the sectional breakdown of the major divisions. Arranged chronologically.

Cartographic Records

GENERAL CARTOGRAPHIC RECORDS. ca. 1936. 2 items. 29

Published maps of the United States, prepared by the Public Works Administration, showing graphically the locations of some of the activities undertaken by the Administration in rebuilding local areas, conserving natural resources, improving transportation facilities, building ships for national defense, controlling floods, improving internal waterways, improving health facilities, harnessing rivers for power, and constructing hospitals, schools, and other public buildings.

Photographic Records

PRINTS OF COMPLETED PROJECTS. 1933-39. 9 ft. 30

Approximately 11,500 prints showing Federal, State, and municipal buildings constructed by the PWA in the United States and its Territories. Arranged alphabetically by State and Territory, thereunder by type of building.

NEGATIVES OF COMPLETED PROJECTS. 1933-39. 10 ft. 31

Approximately 6,300 negatives. Arranged alphabetically by State and Territory.

NITRATE FILM NEGATIVES OF COMPLETED PROJECTS. 1933-39. 2 ft. 32

Approximately 1,200 nitrate film negatives, segregated from the negatives described in entry 31 and stored at the Nitrate Film Depository at Suitland, Md. Arranged alphabetically by State and Territory.

- PHOTOGRAPHIC REPORT TO THE PRESIDENT. 1939. 4 ft. 33
Consists of prints pasted in eight oversized albums entitled Survey of the Architecture of Completed Projects of the Public Works Administration. There are approximately 4,000 selected prints showing Federal, State, and municipal buildings. Arranged alphabetically by State and Territory.
- INDEX TO PRINTS IN REPORT TO THE PRESIDENT. 1939. 1/2 in. 34
A 46-page typewritten list giving the title of each print and the page number on which it appears. Arranged alphabetically by State.
- TEXT AND PAGE LAYOUTS FOR THE PHOTOGRAPHIC REPORT TO THE PRESIDENT. 1939. 12 ft. 35
Typewritten textual material outlining the information that accompanied the prints mounted in the report, together with sketches of layouts showing the planned arrangement of prints and textual material for each page. Arranged numerically by page number of report, 01-01737.
- NEGATIVES OF PRINTS IN REPORT TO THE PRESIDENT. 1933-39. 14 ft. 36
Approximately 4,000 negatives. Arranged numerically by page number of report, 01-01737.

DIVISION RECORDS

Records of the Projects Control Division

The Projects Control Division was perhaps the most important division in the agency. In 1933 separate divisions were established to handle Federal and non-Federal projects, but in 1934 a decline in the number of applications for Federal projects resulted in a merger of the two divisions into the Projects Division. In 1938 the Projects Division was divided into the Federal Projects Division and the Projects and Statistics Division. The latter Division took over the functions of the Economics and Statistics Division, including the writing of special reports on the work of the agency. In 1939 the Federal Projects Division was abolished and the Planning and Federal Projects Division was created. In 1940 the latter Division was merged with the Projects and Statistics Division, the name of which was later changed to the Projects Control Division. The functions of the Projects Control Division were varied; they included the establishment of policy on priority, the disposition of applications, the maintenance of project records, the preparation of resolutions affecting action on allotments, and the preparation of reports and statistics relating to Federal and non-Federal projects.

- SUBJECT FILES. 1933-40. 7 ft. 37
Consist of memoranda, graphs, charts, maps, photographs, statistical tables, processed publications, and a few copies of outgoing correspondence, mainly transmittal letters, relating to such topics as flood control, subsistence homesteads, labor statistics, waterworks, public roads, wage rates, and soil erosion. Arranged by subject.

FILE OF FRED E. SCHNEPFE, DIRECTOR OF THE PROJECTS CONTROL DIVISION,
RELATING TO THE ADVISORY COMMITTEE ON ALLOTMENTS. 1933-36.
15 ft.

Consists of correspondence, memoranda, and processed material pertaining to the work of the Committee, which was established in 1935 for the purpose of making recommendations to the President concerning the allotment of funds. These records, which were maintained in Mr. Schnepfe's office, include material dated before the Committee was created. Also included are bills of complaint filed against members of the Committee by individuals and organizations in connection with various Federal projects of the PWA. Except for a few folders of correspondence and memoranda that are arranged in chronological order, the records are unarranged. 38

MINUTES OF MEETINGS OF THE ADVISORY COMMITTEE ON ALLOTMENTS. 1935. 4 in. 39

Processed minutes of Committee meetings. Included are digests of the minutes of several meetings. Also included is an index to the minutes. The minutes are arranged chronologically; the index, alphabetically by subject.

FILE OF FRED E. SCHNEPFE RELATING TO THE 6-YEAR PLANNING PROGRAM OF THE NATIONAL RESOURCES COMMITTEE. 1936-40. 2 ft. 40

Consists of correspondence, memoranda, reports, graphs, press releases, printed publications, and statistical tables. The records were maintained in the office of Mr. Schnepfe, who served as coordinator of the reports submitted by various Government agencies concerning this program. Arranged alphabetically by subject.

FILE OF LLOYD N. BEEKER, ASSISTANT DIRECTOR OF THE PROJECTS CONTROL DIVISION. 1936-41. 2 ft. 41

Consists of copies of outgoing correspondence, memoranda, press releases, orders, statistical tables, and blank forms relating to the administrative procedures of the Division. The copies of outgoing correspondence and memoranda are arranged chronologically within folders; the other material is unarranged.

CORRESPONDENCE RELATING TO FEDERAL PROJECTS. 1934-41. 2 ft. 42

Chiefly correspondence with other Government agencies, but including some correspondence with private individuals, reports, telegrams, maps, charts, graphs, memoranda, printed and processed volumes, and minutes of staff meetings relating to Federal projects of the PWA. Also included is extensive material, including investigative reports, concerning a proposed psychiatric hospital for the insane of Alaska. Arranged alphabetically by name of Government agency, thereunder roughly by project (with one or more folders for each project). The records within each folder are arranged chronologically.

OTHER RECORDS RELATING TO FEDERAL PROJECTS. 1935-39. 2 ft. 43
Incoming correspondence, copies of outgoing correspondence, reports,

applications for funds, copies of circular letters and orders sent to Federal agencies, statistical tables, and printed and processed publications concerning PWA projects sponsored by the various agencies of the Government. In folders arranged alphabetically by general topic. The records within each folder are arranged chronologically.

RECORDS RELATING TO CONSTRUCTION ON NON-FEDERAL PROJECTS. 1936-38.

1 ft.

44

Correspondence, memoranda, and statistical tables relating to policy and construction matters on various non-Federal projects of the PWA. There are records relating to projects in Idaho, Indiana, Kentucky, Maryland, Michigan, Minnesota, New Jersey, North Dakota, South Dakota, Ohio, Pennsylvania, Utah, Wisconsin, and Wyoming. In folders arranged alphabetically by State, thereunder numerically by folder number.

RECORDS RELATING TO DEFERRED PROJECTS. 1937-39. 1 ft.

45

Incoming correspondence, copies of outgoing correspondence, maps, photostats, statistical tables, and printed and processed publications relating to PWA projects that were deferred because of insufficient funds. In folders arranged alphabetically by name of executive department, thereunder by name of subsidiary bureau or agency. The records within each folder are arranged chronologically.

RECORDS CONCERNING RECLAMATION PROJECTS. 1933-35. 6 ft.

46

Correspondence, memoranda, project histories, reports, maps, photographs, blueprints, project specifications, cost estimates, and engineering surveys concerning projects of the PWA that were sponsored by the Bureau of Reclamation. Arranged alphabetically by State, thereunder alphabetically by project. Except for some unarranged correspondence with Government agencies other than the Bureau of Reclamation, the records within each folder are arranged chronologically.

CORRESPONDENCE RELATING TO TRANSFER OF FUNDS BETWEEN FEDERAL PROJECTS ("TRANSFER LETTERS"). 1933-43. 3 ft.

47

There are two groups of transfer letters: (1) those dealing with projects for which funds were allotted under the provisions of the National Industrial Recovery Act of 1933, and (2) those dealing with projects for which funds were allotted under the Public Works Administration Appropriation Act of 1938. Arranged alphabetically by name of executive department, thereunder alphabetically by name of subsidiary agency. Individual folders are arranged chronologically. On the inside cover of each folder there are listed in numerical order the projects mentioned in the letters filed therein; also shown is the unexpended balance of funds as well as the disposition to be made of them.

CORRESPONDENCE RELATING TO CONSTRUCTION CHANGES IN FEDERAL PROJECTS ("CHANGE LETTERS"). 1933-42. 3 ft.

48

Chiefly incoming correspondence and copies of outgoing correspondence, but including memoranda, maps, and blueprints concerning construction

changes to be made in various Federal projects. Arranged alphabetically by name of executive department, thereunder by name of subsidiary bureau or agency. The records within each folder are arranged chronologically.

RECORDS RELATING TO THE JUSTIFICATION OF PROJECTS. 1933-35. 6 ft.

Incoming correspondence, copies of outgoing correspondence, reports, 49
memoranda, statistical tables, maps, photographs, blueprints, and
processed volumes submitted to the Projects Control Division by other
Government agencies as justification of requests for allotments from the
PWA. Included are "President's Books" for 1938, 1942, and 1943, contain-
ing lists of projects for which applications had been approved and which
were then submitted to the President for his signature. Arranged alpha-
betically by name of executive department or independent agency, there-
under numerically by project number. Individual folders are arranged
chronologically.

ORDERS ISSUED BY THE PROJECTS CONTROL DIVISION. 1936-41. 1 vol.
2 in.

Orders relating to the administrative procedures and housekeeping 50
activities of the Division. Arranged numerically by number assigned to
each order as issued.

REPORT ON THE STATUS OF NON-FEDERAL PROJECTS. 1939. 1 vol. 3 in. 51

A printed volume compiled by the Projects Control Division indicating,
by means of a code system which is explained on the reverse side of each
page of the index, the status of non-Federal projects. Arranged alpha-
betically by State, thereunder numerically by project number. For re-
lated reports, see entries 52, 53, 57, and 59.

REPORT ON THE STATUS OF UNCOMPLETED NON-FEDERAL PROJECTS. 1939.
1 vol. 3 in.

A printed report compiled by the Projects Control Division, which 52
gives for each project the location, type, amount of allotment, date of
advertisement for bids, program code, date of award of contract, date on
which construction began, project cost to date, percentage of completion,
and estimated completion date of construction. Arranged numerically by
regions of the PWA, thereunder alphabetically by the States in each
region. The projects within a State are arranged numerically by project
number. For related reports, see entries 51, 53, and 59.

REPORT ON THE STATUS OF COMPLETED NON-FEDERAL PROJECTS. 1939. 2 vols.
6 in.

A printed report, with its supplements compiled by the Projects 53
Control Division, which gives for each project the location, type, amount
of loan or grant, date of advertisement for bids, program code, date of
award of contract, date on which construction began, project cost, and
date of completion. Arranged numerically by regions of the PWA, there-
under alphabetically by the States in each region. The projects within

a State are arranged numerically by project number. For related reports, see entries 51 and 52.

LISTS OF PROJECTS RECOMMENDED FOR ALLOTMENT OF FUNDS. 1935. 1 vol.
7 in.

54

Lists compiled by the Projects Control Division from standard forms submitted by the executive departments and their subsidiary bureaus and agencies. The standard form listed for each project the amount requested, the estimated daily average number of men to be employed, the total man-hours of employment to be provided, and the justification for the request. Arranged alphabetically by name of executive department, thereunder alphabetically by name of subsidiary bureau or agency.

RECOMMENDED PROGRAM OF FEDERAL PUBLIC WORKS FOR FISCAL YEAR 1939.
1 vol. 2 in.

55

A processed volume prepared by the Projects Control Division, showing for each Federal project the total estimated cost, the time needed to complete the project, the average daily employment at the site, and the number of days needed before construction could begin. Arranged alphabetically by name of executive department, thereunder alphabetically by name of subsidiary bureau or agency, and thereunder numerically by priority number.

RESEARCH MATERIALS. 1935-40. 9 ft.

56

Basic research materials of the Division of Economics and Statistics, which was merged with the Projects Control Division. These materials were assembled in the preparation of various reports and statistical tables for the PWA. They consist of manuscripts and galley proofs of reports, rough drafts of statistical tables, photographs, charts, and printed and processed volumes. Included is manuscript material for printed pamphlets and volumes issued by the PWA in order to publicize its accomplishments in the various fields of public works. Unarranged.

PUBLICATIONS OF THE DIVISION. 1936-39. 5 ft.

57

Processed publications relating to allotments, loans, bond elections, and applications for Federal and non-Federal projects. They list projects approved by the Administrator for which allocations had not been made, projects which had not been finally approved or for which funds had not been allocated, allotments to hospitals under provisions of the National Industrial Recovery Act of 1935, and pending non-Federal projects. Included are copies of letters sent in reply to requests for copies of the various lists. Arranged in roughly chronological order.

MISCELLANEOUS PUBLICATIONS. 1936-41. 44 vols. 10 in.

58

Processed publications concerning the litigation status of projects and allotments for gas and electric power projects. Included are other publications of a statistical nature. Some volumes issued by the Treasury Department, showing the status of funds and analyzing the expenditures of the PWA from its various appropriations, are also included. Unarranged.

Records of Projects

ALPHABETICAL INDEX TO NON-FEDERAL PROJECTS. 1939. 1 vol. 2 in. 59

Index showing location, type, and docket number of each project. Arranged alphabetically by State, thereunder alphabetically by name of city or county in which the project was located. For related material, see entries 51, 52, and 53.

INDEX TO MICROFILM COPIES OF RECORDS OF NON-FEDERAL PROJECTS. 1933-47. 1 vol. 3 in. 60

Main index and four supplements to the records described in entry 55. The index entries indicate the rolls of microfilm on which the records relating to each project are located. The index is divided into two sections. The first section lists projects for which applications were received before April 8, 1935; the projects were numbered on a nationwide basis and are arranged numerically. The second section lists projects for which applications were received after April 8, 1935; the projects are arranged alphabetically by State and thereunder numerically by project number. If a number had been used for a State in the earlier numbering system, that number was not repeated for the same State under the new numbering system.

MICROFILM COPIES OF RECORDS OF NON-FEDERAL PROJECTS. 1933-47. 8,856 rolls. 61

Correspondence, memoranda, reports, applications, allotment orders, payrolls, material invoices, clippings, blueprints, financial statements, statistical tabulations, processed publications, and other types of records relating to non-Federal projects of the PWA. The records for each project are grouped according to 10 subject headings: (1) data submitted by the applicant in support of the request for allotment and changes in the original allotment, and reports by PWA divisions approving or disapproving such requests; (2) the contract between the Government and the applicant, in the form of an agreement or offer with necessary waivers, and the proceedings of the governing body concerning the applicant's adopting or accepting such agreement or offer; (3) correspondence originating in or directed to the central office and intraoffice memoranda, correspondence between PWA field officers and from PWA field officers to persons not connected with the PWA but interested in the project, and copies of outgoing central office correspondence; (4) data submitted by the applicant, supporting the request for payment under terms of the Government agreement or offer, and the action taken by the PWA on such requests; (5) periodic audits of project costs by PWA auditors and the approval of such costs by the Accounting Division of the PWA; (6) complaints, hearings, and findings concerning labor disputes by the Board of Labor Review of the PWA; (7) reports and correspondence on investigations conducted by the PWA; (8) construction contracts and related data between the applicant and contractor as approved by the PWA; (9) estimates and records of construction costs; and (10) record

of contractors and of contract progress, the approval of project cost by Engineering Division, and records of project completion and acceptance. All these sections were not used for each project. For example, the section on investigations was not used if a project was not investigated. The records within each of these sections are arranged in roughly chronological order. Blueprints and other documents pertaining to dockets 22-2441, not adaptable to 16mm. microfilm, are filmed on 35mm. microfilm and placed at the end of the 16mm. microfilm.

UNFILMED RECORDS OF FEDERAL AND NON-FEDERAL PROJECTS. 1939-50.

5 in.

62

Records relating to Federal and non-Federal projects, which were not microfilmed with other records of this type. They consist of incoming correspondence, memoranda, statistical tables, processed auditors' reports, and other financial reports. Most of the records relate to the Grand River Dam Authority project in Oklahoma. Arranged by project. For a description of most of the records of non-Federal projects, see entry 61. Most of the Federal project records are missing.

RECORDS OF THE WASHINGTON NATIONAL AIRPORT PROJECT. 1939-41. 7 ft. 63

Correspondence, memoranda, contracts, abstracts of bids, maps, blueprints, progress reports, press releases, copies of legislative acts and hearings relating to the Airport, project organization charts, photographs, site plans, graphs, statistical tables, and printed and processed volumes. Arranged by subject in roughly alphabetical order, and thereunder in chronological order.

RECORDS OF THE ANCHORAGE LIGHT AND POWER PROJECT. 1934-36. 5 in. 64

Blueprints, processed publications relating to the company, memoranda, and original and supplemental applications of the company's expansion project involving the construction of electrical transmission lines to serve the Matanuska Valley. This was a Federal project and was known as Alaska, project 1015. Unarranged.

LIST OF ALLOTTED NON-FEDERAL PROJECTS AS OF MAY 30, 1940. 1 vol.

3 in.

65

A list showing for each project the location, type, allotment information, estimated cost, and date of approval of application. Arranged alphabetically by State, thereunder alphabetically by county, thereunder numerically by project number. For related lists, see entries 66 and 67.

LIST OF ALLOTTED NON-FEDERAL PROJECTS AS OF MAY 30, 1942. 1 vol.

3 in.

66

A list showing for each project the location, type, allotment information, amount of awarded contract, period of construction, and status. Arranged alphabetically by State, thereunder numerically by project number. For related lists, see entries 65 and 67.

LIST OF ALL NON-FEDERAL PROJECT APPLICATIONS RECEIVED BY THE PWA. 1942.
1 vol. 3 in. 67

A list showing for each project the application, funds requested, amount approved (if applicable), date of application, and status as of July 31, 1942. Arranged alphabetically by State, thereunder numerically by project number. For related lists, see entries 65 and 66.

Statistical Materials Prepared by the Division

STATISTICAL MATERIALS RELATING TO PWA PROJECTS. 1934-42. 17 ft. 68

Statistical tables, graphs, and charts containing information such as State quotas and allotments of PWA funds, types of non-Federal projects for which funds had been approved, weekly employment reports on all non-Federal projects, weekly progress summaries on Federal projects, and types of employment at construction sites. These materials were first prepared by the Economics and Statistics Division and by the Projects and Statistics Division after the two divisions were merged. The materials were issued in several groups to which code letters were assigned. For example, the "A" group dealt with allotments, the "C" group with construction, and the "P" group with progress reports. Arranged alphabetically by group and thereunder numerically by number assigned to each table, graph, or chart.

STATISTICAL FILE OF FRED E. SCHNEPFE. 1938-40. 1 ft. 69

Consists of statistical charts, graphs, and tables containing such information as the total estimated employment on Federal projects, 1938-40; estimated expenditures, by month, on non-Federal projects in 1939; and the estimated man-months of employment on Federal projects. Unarranged.

STATISTICAL WORKSHEETS. 1939. 2 ft. 70

Manuscript drafts of statistical tables designed to show the breakdown, by project, of the costs of different types of building materials and equipment. The total amounts paid to the various contractors on each project are shown. Arranged alphabetically by State, thereunder numerically by project number. For related records, see entry 71.

STATISTICAL TABULATIONS. 1937-42. 2 ft. 71

A table showing costs of different types of building materials used on all non-Federal projects of the PWA; lists of all non-Federal projects uncompleted as of July 1, 1939; and a summary, by type and by State, of the value of all materials to be used on non-Federal projects for the fiscal year 1940. The arrangement for each tabulation varies according to its purpose. For related records, see entry 70.

CONSTRUCTION PROGRESS ANALYSIS GRAPHS. 1933-41. 5 ft. 72

Consist of completed standard forms showing, in graphic form, the construction progress on various PWA projects. In addition to the graph, which reflects the construction progress by comparing the percentage of

work completed with the time consumed, these forms give the location and type of project, information on project financing, time extensions, and litigation affecting the projects. Arranged alphabetically by State, thereunder numerically by project number. The folders for the various States are in no discernible order.

REPORTS ON MATERIALS USED IN PWA PROJECTS. 1933-41. 7 ft. 73

Consist of standard forms giving the location and type of project, the total project cost, the total cost of material used, and the cost of each type of material. Arranged alphabetically by State, thereunder numerically by project number.

PROJECT STATISTICS. 1933-36. 4 vols. 10 in. 74

Processed volumes prepared by the Projects Control Division, containing allotments for Federal projects of each Government agency, lists of Federal and non-Federal projects approved between 1933 and 1936, and lists of naval shore establishments planned under terms of the National Industrial Recovery Act of 1933. Unarranged.

Records of the Engineering Division

This Division was established to handle the engineering and architectural aspects of all PWA projects. It was authorized to examine project applications in order to determine whether estimated costs were reasonable, whether designs of projects were practicable and, in the case of revenue-producing projects, whether they were financially sound. After an allotment had been approved, the Division exercised certain supervisory powers, including the examination of bids and specifications. The Division was responsible for seeing that contracts were awarded to the lowest qualified bidder; it also approved change orders providing for modifications in plans and specifications after construction had begun. The transfer of the powers and functions of the Inspection Division to the Engineering Division in 1937 greatly broadened that Division's powers. The Engineering Division remained in existence until 1942.

A series of outgoing correspondence of the Division concerning various PWA projects--together with an index showing in summary form the actions taken in the correspondence--is not in the National Archives; it is presumed to have been destroyed in 1943.

CORRESPONDENCE RELATING TO CERTAIN NON-FEDERAL PROJECTS. 1938-40.

2 ft.

Incoming correspondence and copies of outgoing correspondence relating to certain projects in North Dakota, Ohio, Pennsylvania, South Dakota, Utah, Wisconsin, and Wyoming. Included are a few memoranda, blueprints, statistical tables, reports, and processed volumes. Arranged alphabetically by State, thereunder numerically by project number, thereunder unarranged. Projects which have more extensive records have been placed in folders and filed behind the folders for the State. A small amount

of unarranged correspondence which does not deal with a specific project has been filed in front of the folders for the State concerned.

RECORDS RELATING TO EQUIPMENT AND MATERIALS USED ON PWA PROJECTS.

1935-39. 10 in.

Letters received and copies of letters sent by the Director of the Division; and memoranda, blueprints, specifications, processed volumes, photographs, and field reports submitted by resident engineer inspectors. A statement of the policy of the PWA concerning the use of imported building materials on projects is also included. Arranged by subject, thereunder unarranged. For related records, see entries 77 and 78. 76

RECORDS RELATING TO EQUIPMENT TO BE USED ON CERTAIN PWA PROJECTS.

1935-38. 10 in.

Consist of correspondence and memoranda. Arranged in folders numerically by project number. For related records, see entries 76 and 78. 77

CORRESPONDENCE RELATING TO EQUIPMENT TO BE USED ON PWA PROJECTS. 1937-39. 10 in. 78

Correspondence, consisting mainly of copies of letters sent, memoranda, and processed material of the Engineering Division, relating to equipment to be used on PWA projects in Arizona, Illinois, Indiana, Iowa, Kansas, Louisiana, Minnesota, Massachusetts, Mississippi, Missouri, New York, Oregon, Pennsylvania, Texas, Virginia, Vermont, and Washington. Included are a few records relating to projects in Puerto Rico. Arranged alphabetically by State or Territory. There are separate folders for each project, which are arranged numerically. The records within each folder are unarranged. For related records, see entries 76 and 77.

ORDERS ISSUED BY THE DIVISION. 1935-39. 1 vol. 5 in. 79

Originals and copies of orders outlining the administrative procedures to be followed by personnel of the Division. Arranged numerically by number assigned to each order as issued.

MEMORANDA ISSUED BY THE DIVISION. 1935-37. 1 vol. 2 in. 80

These memoranda relate to the administrative procedures and house-keeping activities of the Division. They were numbered as issued and are now arranged numerically. They are preceded in the volume by unnumbered memoranda, issued earlier, which are arranged chronologically.

Records of the Legal Division

This Division was established to handle legal matters that affected applicants, proposed projects, and debt obligations issued as security for any loan. The Special Board for Public Works, in creating the administrative structure of the agency, had first planned to use as legal counsel either a private law firm or lawyers from the Department of Justice. Neither alternative was carried out, however, and the Legal

Division was created. The Division expanded its functions quite rapidly and eventually handled all the legal matters of the agency. A large staff in the central office was supplemented by State and field offices of the Division. The Division remained in existence until 1942 when all administrative functions of a legal nature were transferred to the Office of the Federal Works Administrator.

The general correspondence, dockets, and reports of the Division are not in the National Archives; they are presumed to have been destroyed in 1943.

DIGESTS OF DECISIONS AFFECTING THE DIVISION. 1939-41. 5 in. 81

Digests relating to eligibility for loans and grants, the PWA contract, construction contracts, bonds and insurance, the construction of projects, and the general legal problems of the agency. A cumulative index by subject is included with the records. Arranged numerically. For related records, see entry 82.

SPECIAL LEGAL OPINIONS RELATING TO THE PWA. 1939-40. 1 vol. 3 in. 82

A mimeographed compilation of opinions rendered by the legal staff on legislation affecting the PWA, the Reorganization Act of 1939, and the legality of various disciplinary actions taken by the agency against contractors using nonunion labor. Arranged chronologically. For related records, see entry 81.

MEMORANDA TO STAFF MEMBERS OF THE DIVISION. 1933-35. 2 vols. 6 in. 83

Memoranda issued by the General Counsel or Acting General Counsel. These memoranda relate to the administrative procedures of the legal staff and to the housekeeping activities essential to its operation. Arranged numerically by number assigned to each memorandum as issued.

MEMORANDA TO STAFF MEMBERS IN THE CENTRAL OFFICE. 1935-41. 1 vol. 2 in. 84

Memoranda issued by the General Counsel or Acting General Counsel. These memoranda relate to the administrative procedures of the legal staff and to the housekeeping activities essential to its operation. Some memoranda were not distributed. Arranged numerically by number assigned to each memorandum as issued. For related records, see entries 27, 28, 34, and 35.

MISCELLANEOUS MEMORANDA. 1933-41. 5 in. 85

Unnumbered memoranda issued as necessary, to different sections of the Legal Division. Included are memoranda indicating procedures to be followed by attorneys on the staff and memoranda outlining the management of various housekeeping activities of the Division. Also included are minutes of meetings of the legal staff. Arranged chronologically.

ORDERS ISSUED TO STAFF MEMBERS IN THE CENTRAL OFFICE AND IN STATE OFFICES OF THE DIVISION. 1935-36. 1 vol. 3 in. 86

These orders were designed to outline the administrative procedures of the Division. Certain orders were not issued. Arranged numerically by number assigned to each order as issued.

BULLETINS ISSUED BY THE DIVISION. 1937-41. 1 vol. 2 in. 87

Mimeographed and carbon copies of bulletins issued to clarify certain administrative procedures such as the preparation of standard forms and the use of certain official phrases in correspondence. Arranged numerically by number assigned to each bulletin as issued.

ORDERS TO STAFF MEMBERS IN THE CENTRAL OFFICE AND IN FIELD OFFICES. 1935-36. 1 vol. 1/4 in. 88

Issued jointly by the Legal Division and the Finance Division. These orders outline the administrative procedures of these Divisions. Arranged numerically by number assigned to each order as issued.

MEMORANDA TO ATTORNEYS IN STATE OFFICES OF THE PWA. 1935. 1 vol. 1 in. 89

Memoranda issued by various members of the staff of the Legal Division. These memoranda relate to the administrative procedures of the legal staff and to the housekeeping activities essential to its operation. Arranged numerically by number assigned to each memorandum as issued. For related records, see entries 83, 84, 85, and 90.

MEMORANDA TO STAFF MEMBERS IN FIELD OFFICES. 1935-40. 1 vol. 1 in. 90

Memoranda issued by the General Counsel or Acting General Counsel. These memoranda relate to the administrative procedures of the legal staff and to the housekeeping activities essential to its operation. Arranged numerically by number assigned to each memorandum as issued. For related records, see entries 83, 84, 85, and 89.

Records of the Division of Investigation

This Division was established by the Federal Emergency Administrator of Public Works to provide information on the honesty and efficiency with which the functions of the agency were being carried out. It was directly responsible to the Administrator, through the Director of the Division; it carried on investigations of charges of official misconduct, corruption, and irregularities relating to personnel, contracts, and construction. The Division was not concerned with the inspection of construction since this was assigned to another division, but it sought legal evidence of any collusive bidding, labor regulation violations, and collusion between PWA employees and recipients of PWA grants or loans. The Division was created to serve the Department of the Interior and the PWA, but in 1936 it was established as a separate division functioning entirely within the PWA. There were ten regional offices from which the investigators

operated. Its personnel were generally not professional detectives but were engineers, accountants, and investigators with considerable legal background. The Division remained in existence until 1941 when all its functions, records, equipment, and supplies (except those directly relating to personnel of the PWA) were transferred to the Division of Investigation of the Federal Works Agency.

INDEX TO CASE FILES RELATING TO INVESTIGATIONS OF PERSONNEL. 1933-36. 2 ft. 91

Cards indicating for each file the name of the person being investigated, the number of the case file containing information about him, and a brief summary of the information in the file. Arranged alphabetically by surname of the person being investigated. Included are an unarranged set of duplicate cards and two unarranged groups of cards which list references to the Secretary of the Interior and the Administrator of the PWA. For the records that are indexed by these cards, see entry 92.

CASE FILES RELATING TO INVESTIGATIONS OF PERSONNEL. 1933-41. 11 ft. 92

Consist of reports of the investigating agents, including supporting evidence such as memoranda, correspondence relating to the person being investigated, photographs, newspaper clippings, processed volumes, and transcripts of interviews. A table of contents usually accompanies each case file. Cross-references indicate that some of the case files were transferred to the files of the Secretary of the Interior. Arranged in numerical order by number assigned to each case file.

INDEX TO MICROFILM COPIES OF RECORDS RELATING TO INVESTIGATIONS OF PWA PROJECTS. 1933-45. 2 vols. 10 in. 93

An index indicating the microfilm roll number on which each report can be located. Arranged alphabetically by State, thereunder in roughly numerical order by project number. The first volume is an index to rolls 1 to 276-1; the second, to rolls 277 to 482-1. A microfilm copy of this index is included with the records described in entry 94.

MICROFILM COPIES OF RECORDS RELATING TO INVESTIGATIONS OF PWA PROJECTS. 1933-45. 824 rolls. 94

Reports of investigating agents, memoranda, incoming correspondence, copies of outgoing correspondence, affidavits, weekly time reports, maps, clippings, processed volumes, standard forms, specifications, photographs, and statistical tabulations relating to the investigations of various projects of the agency. The reports deal with kickbacks, labor irregularities, criminal actions, construction irregularities, fraud, personnel actions, loss of property, and housing projects. The reports are arranged alphabetically by State, thereunder in roughly numerical order by project number. The records relating to each investigation are arranged in roughly chronological order.

UNFILMED RECORDS RELATING TO INVESTIGATIONS OF PWA PROJECTS. 1938-48.
1 ft.

Records of eight investigations which were not microfilmed with the main series of investigative reports described in entry 94. Included are reports of investigating agents consisting of correspondence, memoranda, photographs, clippings, and processed volumes. Arranged by report, thereunder unarranged. 95

MISCELLANEOUS RECORDS RELATING TO INVESTIGATIONS OF PERSONNEL AND PROJECTS OF THE PWA. 1934-36. 1 ft.

Reports, correspondence, memoranda, and exhibits. Included are reports on the Welfare and Recreation Association, Inc., of Washington, D. C., and on the subsistence homestead project at Reedsville, W. Va. Arranged by investigation, thereunder unarranged. For the main series of records relating to investigations of PWA projects, see entry 94. 96

CRIMINAL INDICTMENTS. 1936-42. 4 in.

Copies of criminal indictments that were issued by various courts as a result of irregularities uncovered by agents of the Division of Investigation. Unarranged. 97

CORRESPONDENCE RELATING TO CRIMINAL INDICTMENTS. 1935-42. 4 in.

Chiefly outgoing correspondence of the PWA Administrator and of the Director of the Division of Investigation concerning individuals or business firms alleged to be guilty of some type of criminal violation. Many of these letters transmitted the results of investigations and were sent to the Attorney General. Arranged chronologically. 98

CORRESPONDENCE RELATING TO INVESTIGATIONS OF INDIVIDUALS AND BUSINESS FIRMS. 1935-42. 10 in.

Most of the correspondence consists of transmittal letters for reports made by the investigating agents. The investigations do not appear to have been full-scale ones but were concerned with minor infractions and difficulties. Arranged alphabetically by name of individual or business firm, thereunder chronologically. 99

RECORDS RELATING TO THE INVESTIGATION OF THE ENGINEERING DIVISION. 1934.
7 in.

These records include a report on the investigation made by the special agent in charge, testimony of persons interviewed during the investigation, and various exhibits such as organization charts, a list of personnel, memoranda outlining the duties of the Engineering Division, a biography of the Director of the Division, and lists of projects inspected by engineer examiners. Unarranged. 100

RECORDS RELATING TO INVESTIGATIONS OF THE PUBLIC WORKS ADMINISTRATION IN THE VIRGIN ISLANDS. 1934-36. 2 ft.

These records relate to a series of investigations of various public officials, private individuals, and PWA projects, as a result of 101

difficulties arising between two widely divergent political factions in the Islands. They consist of copies of incoming and outgoing correspondence, reports, memoranda, and exhibits prepared by agents of the Division of Investigation in connection with the investigations. The originals of these records were sent to the Administrator of the PWA in 1936, with the exception of certain unimportant exhibit items. The copies, which were retained by the Division, are arranged by individual investigation.

MANUAL OF INSTRUCTIONS. 1936. 1 vol. 1 in.

102

A processed volume outlining the administrative procedures to be used by the Division of Investigation. Included in the volume are a list of the regional offices of the Division, some miscellaneous orders issued by the Division, and a few blank forms.

Records of the Inspection Division

This Division was primarily concerned with non-Federal projects. Its large staff of field employees inspected these projects to see that contracts, plans, and specifications were being complied with. The Division was also responsible for the certification of materials to be used in the construction of projects. Although the Division had no direct supervisory power over actual construction, its resident engineer inspectors, noting contract violations, could warn the contractor that unless the violations were corrected the contract would be voided or the PWA would withdraw its financial assistance from the project. The Division was abolished in 1937 and its powers and functions were taken over by the Engineering Division. The only records of the Inspection Division now known to be extant are the three series of procedural issuances described in entries 105-107. Other records of the Division, including a series of general correspondence, are not among the surviving records of the Engineering Division, and it is assumed that these records were destroyed in 1943.

ORDERS ISSUED BY THE DIRECTOR TO ALL STAFF MEMBERS OF THE DIVISION.

1935-37. 1 vol. 3 in.

103

Mimeographed copies of orders outlining the administrative procedures to be followed by staff members. Order No. 100 was an arbitrary number used whenever it was necessary to rescind an order of the Inspection Division. Arranged numerically by number assigned to each order as issued.

ORDERS ISSUED BY THE DIRECTOR OR ACTING DIRECTOR TO STAFF MEMBERS IN THE CENTRAL OFFICE. 1935-37. 1 vol. 1 in.

104

Orders outlining administrative procedures to be followed in the central office. Arranged numerically by number assigned to each order as issued.

SPECIAL FIELD ORDERS ISSUED BY THE INSPECTION DIVISION. 1935-37.

1 vol. 1 in.

105

Carbon and mimeographed copies of special field orders outlining administrative procedures to be followed by field inspectors of the Division. Order No. 100 was an arbitrary number used whenever it was necessary to rescind a special field order of the Inspection Division. Arranged numerically by number assigned to each order as issued.

Records of the Accounting Division

This Division was established in 1934 in order to supervise the accounting functions of the agency relating to non-Federal projects, slum clearance projects, and administrative expenditures. The Division did not function on a State basis as did many of the other divisions, but from its inception it was organized regionally under a supervising officer known as the district project auditor. A large number of field auditors were employed in each of the regional offices.

RECORDS RELATING TO ACTIVITIES OF THE DIVISION. 1938-41. 4 ft. 106

Incoming correspondence, copies of outgoing correspondence, memoranda, graphs, charts, copies of telegrams, and reports relating to the various phases of the Division's activities. The records relate to fiscal policies, the administrative organization of the Division, personnel, budget problems in relation to various PWA projects, and accounting procedures. The records are arranged according to a numeric-subject classification system, with a decimal breakdown for an unusually active file number. The records within each folder are arranged chronologically.

CORRESPONDENCE RELATING TO NON-FEDERAL PROJECTS. 1934-37. 3 ft. 107

Mainly copies of outgoing correspondence and memoranda relating to financial aspects of non-Federal projects in Alabama, Arizona, Arkansas, Illinois, Indiana, Massachusetts, Michigan, Minnesota, South Dakota, Tennessee, and Texas. The project records for each State are divided into four sections designated as (1) cities, (2) counties, (3) State governments, and (4) State colleges and universities. The folders pertaining to projects sponsored by cities and counties are arranged alphabetically by name of city or county where the project is located; the folders pertaining to projects sponsored by State governments, and by State colleges and universities are unarranged.

CORRESPONDENCE RELATING TO NON-FEDERAL RAILROAD PROJECTS. 1934-37.

5 in.

108

Mainly copies of outgoing correspondence and memoranda relating to the railroads that were aided by the PWA. Included are copies of some memoranda sent to and from the Director of the Division of Transportation Loans. Arranged alphabetically by name of railroad. The records within each folder are arranged chronologically.

INTERDIVISIONAL MEMORANDA. 1935-37. 5 in. 109

Copies of memoranda sent by the Chief Accountant to the Director of the Projects Control Division concerning changes in allocations, expenditures on projects, and statements of bond sales by the PWA. Included are a few memoranda sent to the Legal Division. Arranged chronologically.

MISCELLANEOUS ISSUANCES. 1933-38. 3 in. 110

Processed memoranda, lists, and instructions--mainly from the Accounting and the Power Divisions--outlining administrative procedures not covered by the regularly issued series of orders and memoranda of these Divisions. Included are lists of PWA projects relating to aviation, a statement of President Roosevelt's view on public vs. private power projects, and instructions on project folder control procedures issued by the Mail and Files Section. Unarranged.

ORDERS ISSUED BY THE ACCOUNTING DIVISION. 1935-39. 5 in. 111

Original and carbon copies of orders outlining the administrative procedures to be followed by personnel of the Division. Some orders are missing. Arranged numerically by number assigned to each order as issued.

MEMORANDA ISSUED BY THE PROJECT AUDIT SECTION. 1933-35. 1 vol. 1 in. 112

Memoranda outlining in greater detail than the bulletins described in entry 113 the administrative procedures to be followed by personnel of the Section. Arranged numerically by number assigned to each memorandum as issued.

BULLETINS ISSUED BY THE PROJECT AUDIT SECTION. 1933-34. 1 vol. 1 in. 113

Bulletins outlining the administrative procedures to be followed by personnel of the Section. Arranged numerically by number assigned to each bulletin as issued.

Unseparated Records of Several Divisions

MISCELLANEOUS RECORDS. 1937-40. 4 ft. 114

Blank forms, orders, memoranda, copies of incoming and outgoing correspondence, processed volumes, blueprints, and lists of projects relating to such topics as the approval of the payment of license fees for the use of patent processes by the PWA, the acceptance of projects as completed, and the equipment submitted to the PWA in an effort to obtain approval of its use in PWA projects. These records are fragments from the Engineering, Legal, and Accounting Divisions and include a few records from other divisions. The arrangement of the records varies.

For a list of other preliminary inventories, see the list of National Archives publications, which may be obtained upon request from the Exhibits and Publications Branch, National Archives, General Services Administration, Washington 25, D. C.





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